



WOODBIDGE HIGH SCHOOL

SECOND IN GEOGRAPHY TLR 2B (£5,358) + OLA

JOB DESCRIPTION

Responsible to: Head of Geography

Impact upon the educational progress of pupils

1. To manage the development and review of appropriate schemes of learning and resources for the relevant Key Stage, and contribute to the development of assessments, including baseline tests.
2. To research and develop new courses consistent with school aims, department aims and national education agendas and directives.
3. To ensure that appropriate Assessment, Recording and Reporting procedures are in place to assess attainment, record and report on the development, progress and attainment of pupils.
4. To support the Head of Department in leading, managing (including appropriate delegation) activities relating to continuous improvement that arises from evaluation of performance data within Geography and to be accountable for the impacts of these improvements.
5. To support the implementation of the school's Learning and Teaching policy.

Leading, developing and enhancing the teaching practice of others

6. To provide inset to colleagues within the department and across the whole school as required.
7. To contribute to the school's NQT and BT professional development programme.
8. To make regular judgements about the quality of teaching and learning within the department and to assist the Head of Department to implement strategies for further improvement as a result of these judgements.

Accountability for leading, managing and developing Geography at department level and across the curriculum

9. To contribute to school planning with specific reference to the subject needs of Geography.
10. To keep up to date with the specialist subject and developments in pedagogy and how they can be applied to learning in the Technology department.
11. To contribute to inspection and data return requirements and to share this knowledge and expertise with department colleagues.
12. To support the department's work on Departmental Self-Review and to lead and facilitate monitoring activities that will accurately inform this.
13. To attend appropriate meetings.
14. To support colleagues with behaviour management, and to make the connections with behaviour for learning and classroom pedagogy. To liaise with department for praise and rewards for students.
15. To support teachers with actions arising from the Subject Reports.
16. To undertake Student Voice and Book Monitoring in line with the School Self Review Activity Schedule and to feedback to department
17. To oversee KS3 admissions into Geography groups
18. To contribute to Departmental meetings and briefings.

Line Management Responsibilities

19. To manage members of the department, including appropriate professional development activities, routine organisation and deployment and strategic team building and capacity enhancing activities.
20. To lead performance management reviews within the Technology department.
21. To deputise as required for the Head of Department.

Other

22. To carry out duties in the Core Job Description attached.

SELECTION CRITERIA

1. Education & Training

- Qualified teacher status
- Evidence of further study or training
- Good Honours graduate

2. Experience

- Experience of working in a promoted post within Geography
- Experience of working in a mixed, multi-ethnic comprehensive school
- Experience of teaching at KS3, 4 & 5 preferably including AS/A2

3. Abilities

- The ability to plan, develop, review and evaluate challenging and motivating courses
- The ability to initiate and implement strategies for raising standards of achievement in Technology for pupils of all abilities The ability to work to and meet deadlines
- The ability to manage and motivate staff and to work in co-operation with others
- The ability to deliver INSET to colleagues

4. Other requirements

- A commitment to teaching in a mixed multi-ethnic comprehensive school and to vocational and academic education
- A commitment to promoting pupil achievement through a variety of extra-curricular activities.
- A good record of health and attendance.
- A willingness to attend occasional evening meetings and out of school activities.