



George Mitchell School

Subject Leader – Geography – Maternity cover

Job Description

Job Title: Subject Leader – Geography

Reporting to: Assistant Head Teacher

Grade: TLR 2b

Contract: Full-time

Job Purpose:

To ensure under the direction of the Assistant Head and Headteacher that a relevant, accessible and successful Geography curriculum is implemented. To ensure that relevant programmes of study and resources are in place, appropriate teaching and learning is implemented and that the Geography department aspires to outstanding practice in all areas of school life.

Specific responsibilities

Strategic leadership: Geography

- Support the Headteacher and Assistant Headteacher in providing a clear vision and direction for the development of Geography in the Secondary Phase
- seek to raise standards of student attainment and achievement within the whole area of Geography and monitor and support student progress
- be accountable for student behaviour, progress and development within the department area, supporting staff as appropriate
- develop and enhance the teaching practice of others
- ensure the provision of an appropriately broad, balanced, relevant and differentiated Geography curriculum
- develop and manage subject extra-curricular activities and clubs, and school trips
- be accountable for leading, managing and developing the curriculum area
- monitor actively and respond to curriculum development and initiatives at national, regional, local and school levels

- ensure that all relevant Health & Safety regulations and procedures are observed within the department

Operational role

- work with colleagues to produce detailed schemes of work, ensuring the inclusion of cross-curricular themes
- effectively manage and deploy teaching staff, financial and physical resources within the area, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records
- lead the development of appropriate resources, marking policies, assessment and teaching for learning strategies in the area
- be responsible for the day-to-day management, control and operation of course provision within the area, including effective deployment of staff
- make appropriate arrangements for classes when staff are absent, ensuring appropriate cover
- monitor the quality of annual/interim subject reports to parents

Staffing, resources and accommodation

- Effectively manage and deploy resources, organising and maintaining stock, keeping appropriate records
- ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- participate in the recruitment process when required and ensure effective induction of new staff in line with school procedures
- promote teamwork and motivate staff to ensure effective working relations and high standards in all areas
- be responsible for the day-to-day management of staff within the department and act as a positive role model

Communication

- Work with parents to ensure the best possible outcomes for children
- Liaise with other schools and outside agencies to ensure the best possible outcomes for pupils
- Attend, contribute to and present reports, where required, at middle leadership, senior leadership and governing body meetings

- hold regular department meetings, ensuring a strategic as well as operational focus; produce agendas and minutes, ensuring their dissemination to all relevant staff

School self-evaluation

- establish the process of the setting of targets within the area and work towards their achievement
- implement school monitoring procedures
- manage the collection of data in the area
- make use of data analysis; evaluate performance data provided and formulate strategies to address areas of concern
- produce reports on test/examination performance

General duties as a classroom teacher

Under the reasonable direction of the Headteacher, carry out the professional duties of a class teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

Post holder's signature:

Headteacher's signature:

Date of issue: September 2022