

THE CHERWELL SCHOOL

Opportunity, Responsibility, Excellence

Job Description - Subject Leader for Geography

<u>Responsible to:</u>	Faculty Leader for Humanities
<u>Responsible for:</u>	The provision of a full learning experience and support for students, leading colleagues as appropriate
<u>Working Time:</u>	Additional 3/4 ppf Leadership & Management time
<u>TLR:</u>	2 (3b)

Job Purpose:

- To support the Faculty Leader and to deputise when appropriate
- To develop and enhance the teaching practice of others
- To ensure the provision of a suitable, broad, balanced and differentiated curriculum for students within Geography
- To act as a curriculum leader and be responsible for the strategic development of Geography
- To monitor and support the overall progress of students in Geography

Principal Responsibilities

Teaching & Learning:

To monitor, evaluate and develop;

- Overall standards of teaching and learning within the subject
- Standards of achievement and attainment for all groups of students within Geography
- Use of performance data for target setting and progress monitoring in Geography
- Provision of a proportion of the educational enrichment activities (including trips, visits and extra-curricular activities) in Geography

Operational/Strategic Planning & Quality Assurance:

- To establish short and medium term plans for development and resourcing in Geography
- The day to day management, control and operation of course provision within Geography
- To assist in monitoring and following-up student progress in Geography
- To assist in the implementation of school policies and procedures, including Health and Safety and ensuring risk assessments are in-line with national requirements
- To ensure effective operation of quality assurance systems and to monitor and evaluate Geography in line with school procedures
- To assist in the production of examination analysis reports, evaluate performance data and take appropriate action on issues arising from the data
- Contribute to the Faculty Self Evaluation
- Contribute to the Faculty Development and Improvement Plan
- Contribute to the application of ICT within the Faculty

Curriculum Provision and Development:

- To liaise with the Faculty Leader to ensure the delivery and development of Geography
- To actively monitor, keep up to date with, and respond to curriculum developments and teaching methodology at national, regional and local levels
- To work with colleagues to actively develop The Cherwell Skills for Life, Cross-Curricular links and to support the functional skills of Literacy, Maths and IT

Staff Development, Recruitment & Wellbeing:

- To support, guide, motivate and inspire team members and support staff
- To promote teamwork and effective communications
- To work with the Faculty Leader to ensure staff development needs are identified and supported
- To undertake Appraisals and to act as an Appraiser (where appropriate)
- To assist the Headteacher with appointment of subject colleagues

Communications:

- To help ensure all members of the faculty are familiar with its aims and objectives
- To ensure effective communication/consultation as appropriate with students and parents (student and parent 'Voice')
- To liaise with partner schools, higher education, industry, awarding bodies and other relevant external bodies
- To represent the views and interests of Geography

Care, Guidance and Support:

- To monitor and support the overall progress and development of students within Geography
- To help monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary
- To ensure the Behaviour for Learning system is implemented in Geography so that effective learning can take place
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description
- To seek to develop the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training

Mental Health and Wellbeing:

- To carry out safeguarding duties and promote children's wellbeing in accordance with school guidelines
- To work with the Senior Leadership Team (SLT) in setting a culture within the school that supports the mental health and wellbeing of all members of the community as described in the school's Mental Health and Wellbeing Policy.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

General Duties:

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
- To promote actively the school's corporate policies and to comply with the school's Health and safety policy and undertake risk assessments as appropriate
- You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, specifically for the year 2018/19, or any subsequent legislation.

Notes:

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Cherwell School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

March 2023