



## SUBJECT INFORMATION PACK

### Subject Leader: Geography

(known as Assistant  
Progress Leader)

#### Join an outstanding team!

##### Our Team

The successful applicant will be joining a thriving department which is going from strength to strength. The Geography team work collaboratively within the Humanities Faculty who aim to offer an outstanding curriculum to all of our students. The Humanities Faculty work as a team to ensure our students receive great learning experiences.

We are seeking to appoint a Subject Leader for Geography, who will be known as an Assistant Progress Leader. The role is responsible for student outcomes of KS3—KS5 Geography. After a period of growth, with growing numbers of students opting for GCSE and A Level Geography, our students are achieving significantly positive progress at GCSE and outstanding results at A Level.

Humanities outcomes are some of the best in the College, but we aspire to deliver even greater success for our students! We are looking for a passionate and creative teacher who works collaboratively, shares resources and wants to join us on our mission to be the best that we can be. The role will demand an outstanding and innovative Geographer to lead the Geography department in delivering excellence.

##### Our Curriculum

Geography is one of four subjects within the Humanities Faculty, alongside History, Sociology and Religious Studies. Geography is currently taught in mixed ability groups in Year 7 and Year 8. This allows all of our students to thrive and grow an interest in the subject. Significant numbers of students opt to take GCSE Geography due to its popularity. The department currently teaches Edexcel GCSE and A Level where our students have enjoyed great success.

We are committed to planning and delivering outstanding learning experiences for our students, and so our curriculum is designed to engage, motivate and create a love of Geography. The Humanities Faculty are pro-active practitioners who believe in life-long learning; we engage in pedagogical research to ensure we deliver a relevant and exciting curriculum for all.

##### Enrichment

We passionately believe that learning should not be restricted to simply taking place inside of the classroom. Pre-pandemic our enrichment provision was growing and we were able to provide a range of opportunities for students. In 'normal' times (and we very much hope this academic year will allow!) we run the following events:

- Year 7 day trip to Warwick Castle
- Year 8 visit to the Black Country Museum
- Year 10 Geography fieldwork
- Year 9 / 10 students visit to Berlin
- Year 11 students experience Rome
- Year 12 Geography students complete fieldwork by the coast
- Year 13 Geographers residential visits, these have included Naples and Iceland

##### Our Facilities

Our learning centre has just undergone a major refurbishment and teachers are able to teach and our students are able to learn in a fantastic environment. We are well-resourced. All staff are roomed in the Humanities Faculty and all rooms have digital projectors and whiteboards and staff are provided with laptops. There are ICT facilities within the learning centre for student use, including College iPads.

We are proud of the work we do at Latimer and we look forward to meeting someone likeminded. If you share our passion and enthusiasm, we would love you to apply for this post!

## Job Description—Second in Geography (TLR2b)

Role: Subject Leader: Geography (known as Assistant Progress Leader)

Line Manager: Head of Humanities (known as Progress Leader)

Direct Reports: None

Scale: TMS plus TLR2b

### General Responsibilities

- To be Assistant Progress Leader of the Humanities Team, leading specifically on Geography;
- As a teacher, to carry out the specific responsibilities of the role as contained in the School Teachers' Pay and Conditions document;
- To be a form tutor and to carry out the specific responsibilities of the role.

### Specific Responsibilities

#### **Leadership**

- Understanding and being fully committed to the duties and responsibilities in relation to child protection and safeguarding young people;
- To model high standards of professional conduct.
- To lead on delivering outstanding student outcomes in Geography by:
  - Ensuring that schemes of work for Geography are relevant and up to date;
  - Implementing systems to share the latest subject developments for Geography across the team;
  - Ensuring that all assessments, moderation and administration of examinations for Geography are completed accurately and on time;

To undertake a range of departmental leadership responsibilities, to be shared and agreed with other leaders in the department, allocated from:

- Leading on co-ordinating the sharing of best practice in teaching and learning across the Humanities department;
- Monitoring and tracking student performance and implementing necessary intervention strategies to ensure students make outstanding progress, including those students who are most able, disadvantaged or have special educational needs;
- Supporting the Progress Leader with department self-evaluation and implementing subsequent improvements arising from the College's Standards Process and the College Improvement Plan;
- Leading relevant sections of Department Improvement Meetings;
- Contributing to the appraisal process for the department and supporting relevant staff with their professional development;
- Deputising for the Progress Leader in their absence.

## Job Description continued

### Classroom Teacher

To fulfil and maintain the Teaching Standards by:

- Demonstrating consistently high standards of personal and professional conduct;
- Setting high expectations which inspire, motivate and challenge students;
- Demonstrating good subject and curriculum knowledge;
- Planning and teaching well-structured lessons to a range of age groups and abilities, ensuring that all students make outstanding progress;
- Managing behaviour effectively to ensure a good and safe learning environment in which students can learn effectively;
- Making accurate and productive use of assessment to track the progress of each individual student in timetabled groups and intervene to narrow the gap where progress starts to fall behind;
- Fulfilling wider professional responsibilities by contributing to department and whole college improvement;
- Communicating and consulting effectively with relevant stakeholders;
- Attending meetings as set out in the College's meeting cycle.

### Form Tutor

- To lead a tutor group and be responsible for the delivery of tutor time activities in accordance with the published schedule and as directed by the Achievement Leader;
- To encourage tutees to comply with the College's Values statement;
- To encourage the student voice and develop a form ethos that is in harmony with College values;
- To monitor student progress, following the College's tracking processes, mentoring tutees and intervening when progress is not as expected;
- To encourage high levels of attendance;
- To provide relevant information, advice and guidance to tutees.

### Other

- To undertake any other reasonable duties as directed by the Principal.

## Person Specification: Subject Leader Geography (TLR2b)

SELECTION CRITERIA (no priority order)			
Qualifications	Essential	Desirable	Method of Assessment
Qualified Teacher Status / Degree relevant to the subject	X		Application form/Verified at interview
Evidence of further study in preparation for leadership		X	Application form
High standard of literacy	X		Application form/Interview
Commitment to Safeguarding	Essential	Desirable	Method of Assessment
Motivation to work with children and young people	X		Application form/Interview
Commitment to, and belief in, the equal value of all students	X		Application form/Interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		Application form/Interview/Reference
Ability to raise the self-esteem and expectations of children and young people	X		Application form/Interview
Emotional resilience in working with challenging behaviours and attitudes to the use of authority and maintaining discipline	X		Application form/Interview
Teaching and Learning Experience	Essential	Desirable	Method of Assessment
Proven track record of outstanding outcomes	X		Application form/Interview
Proven track record of strong and effective behaviour management strategies	X		Application form/Interview
Experience of teaching Geography at KS3,4,5	X		Application form/Interview
Experience of teaching other Humanities subjects		X	Application form/Interview
Excellent ability to use ICT in varied and innovative ways	X		Interview
Leadership and Interpersonal Skills	Essential	Desirable	Method of Assessment
Excellent ability to analyse and interpret data and use it to secure high student outcomes	X		Interview
Prior experience of leadership within Humanities		X	Application form/Interview
Proven experience of leading a successful improvement project with measurable impact		X	Application form/Interview
Ability to communicate effectively and relate well to all stakeholders	X		Application form/Interview
Ability to motivate and inspire others to work collaboratively as part of a team	X		Application form/Interview
Creativity, energy and enthusiasm, with an added good sense of humour!	X		Application form/Interview
Evidence of resilience and working effectively under pressure	X		Application form/Interview
Effective time management and organisational skills	X		Application form/Interview
Additional Qualities	Essential	Desirable	Method of Assessment
Aspirations of future leadership of a department / team	X		Application form/Interview
Willingness to contribute to extra-curricular activities	X		Application form/Interview
A commitment to / interest in the Performing Arts		X	Application form/Interview