

JOB DESCRIPTION

Role: **Subject Leader: Geography**

Grade/Salary: **MPS/UPS plus TLR 2B**

Location: **Rushey Mead Academy**

The post holder may be requested to work from other Academies within the Trust and will be expected to travel between Academies within the Trust.

Responsible To: Assistant Principal

Liaising with: Leadership Team, Heads of Year, tutors, other Subject Leaders, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, TMET staff, parents, outside agencies.

Job Purpose: All aspects of curriculum, achievement, teaching and learning in Geography.

Together we make a positive difference

Main duties and responsibilities:

Purpose:

1. To lead curriculum development, professional learning, teaching and learning in Geography (KS3 & 4) (KS4 only), defining the body of knowledge and skills to be imparted informed by examination specifications.
2. To monitor and support the overall progress and development of students within Geography .
3. To be accountable for achieving the highest standards of student attainment and progress in Geography
4. To support, develop, and enhance the highest standards of teaching practice of others at, evaluating the quality of teaching and securing and effective practice in teaching of Geography .
5. To assess, monitor and report on students' progress according to departmental and academy policy.
6. To record and use data on students' prior and ongoing progress to inform effective target setting and lesson planning and enable students to accumulate knowledge and skills related to the discipline of Geography .

TLR responsibilities:

1. Impact on educational progress beyond the teacher's assigned students
2. Involve leading, developing and enhancing the teaching practice of others
3. Involve having accountability for leading, managing and developing a subject

Operational/Strategic Planning:

1. To lead the development of appropriate syllabi, resources, schemes of work, feedback policies, assessment and teaching strategies in the department, within Geography
2. The day-to-day management and teaching of Geography
3. To monitor and track student progress, ensuring Geography staff adhere to curriculum and assessment requirements.
4. To take a lead in the development and enhancement of teaching and learning with Geography, leading at faculty meetings and PL sessions as appropriate.
5. To meet and work with SLT line manager to monitor and evaluate provision.
6. To assist in the implementation of Academy Policies and Procedures, for example Equal Opportunities, Health and Safety, etc.
7. To work with colleagues to formulate aims and objectives for Geography which have coherence and relevance to the needs of students and to the aims and objectives of the Academy.
8. To present an annual Geography improvement plan and examination analysis.

Curriculum Provision and Development:

1. To review, evaluate and amend the curriculum content and map to ensure it meets the intent of the school and the faculty.
2. To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the academy's strategic objectives.
3. To lead curriculum development within Geography
4. To keep up-to-date with national developments in Geography and teaching practice and methodology.
5. To actively monitor and respond to curriculum development and initiatives at national, regional and local levels, and share this within staff within the faculty.

Staff Development: Recruitment/Deployment of Staff:

1. To work with other curriculum leaders and Leadership Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
2. To contribute to the Professional Development Review process, supporting and challenging staff to improve practice and provision.
3. To promote teamwork and to motivate staff to ensure effective working relations.
4. To ensure the effective efficient deployment of classroom support.
5. To arrange teaching groups and staffing to fulfil the aims of the curriculum in consultation with Assistant Principal.
6. To ensure that subject knowledge of all in the faculty is up-to-date through effective training opportunities and accurate evaluations during quality assurance processes.

Quality Assurance:

1. To effectively quality assure faculty procedures and systems, such as assessment, to ensure maximum effectiveness.
2. To set qualitative and quantitative targets within Geography and ensure the team works towards their achievement.
3. To help to establish common standards of practice within Geography and develop the effectiveness of teaching and learning styles.
4. To contribute to the academy procedures for lesson observation.
5. To participate in the monitoring and evaluation of Geography in line with agreed academy procedures including evaluation against quality standards and performance criteria.
6. To seek/implement modification and improvement where required within Geography

Management Information:

1. To moderate and standardise termly tracking procedures within Geography to ensure all data reported is accurate with supporting evidence to validate.
2. To analyse and evaluate termly tracking data to identify key areas of improvement within Geography
3. To produce reports on examination performance.
4. To assist in the identification of exam entries within Geography

Communications:

1. To help ensure that all members of Geography are familiar with its aims and objectives.
2. To ensure effective communication/ as appropriate with the parents of students.
3. To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.

Marketing and Liaison:

1. To contribute to the Academy liaison and marketing activities.
2. To contribute to the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events in partner schools and the wider community.
3. To actively promote the development of effective subject links with external agencies.

Management of Resources:

1. To identify resource needs and to contribute to the efficient/effective use of physical resources, including allocation, control and account of finances.
2. To co-operate with other Curriculum Areas to ensure a sharing and effective usage of resources to the benefit of the Academy and the students.

Pastoral System:

1. To help to monitor and support the overall progress and development of students within Geography
2. To help to 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.
3. To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description.
4. To contribute to PSHE, citizenship and enterprise according to the academy policy.
5. To assist in the implementation of the Behaviour Management system (BFL) so that effective learning can take place.
6. To implement the reward system according to the academy policy.

Teaching:

1. To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

Learning Objectives:

1. To ensure students achieve sustained improvement in their subject knowledge, understanding and skills in relation to prior attainment.
2. To ensure students are well prepared for any tests and examinations in Geography

Additional Duties:

1. To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
2. To continue personal development as agreed.
3. To engage actively in the performance review process.
4. To undertake any other duty as specified by STPC not mentioned in the above.
5. 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.
6. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Specific Duties:

1. To foster an interest in the involvement of student in Geography
2. To initiate and manage Geography events within the Academy or in collaboration with other curriculum areas

Health & Safety:

1. It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.

JOB DESCRIPTION

Role:**Subject Leader: Geography****General:**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: _____ Employee

Signed: _____ Principal

Date: _____

PERSON SPECIFICATION

Role: Subject Leader: Geography

Essential Personal attributes:

Throughout the selection process the applicant will be assessed for the essential personal attributes for this role, these are:

- Forward thinking
- Energy and enthusiasm
- Adaptability to changing circumstance and ideas
- Imagination and creativity
- Reliability and integrity

Attributes	Requirements	Essential or Desirable	Assessment Method*				
			1	2	3	4	5
Training and Education	QTS	E	✓	✓	✓		
	Appropriate degree	E	✓	✓	✓		
	Safer Recruitment trained or willing to undertake	E	✓	✓			
	A further qualification, degree, diploma, certificate in relevant subject	D	✓	✓	✓		
Experience and Skills	Recent experience of Geography teaching at KS3 and KS4.	E	✓		✓	✓	✓
	Successful experience of monitoring and evaluating work within schools/education	E	✓		✓	✓	✓
	Up to date subject and assessment knowledge	E	✓		✓	✓	✓
	Excellent communication skills	E	✓		✓	✓	✓
	Good ICT skills	E	✓	✓	✓	✓	✓
	At least 3 years' teaching experience, preferably in more than one school.	D	✓		✓	✓	
	Management/leadership experience	D	✓		✓	✓	✓
	Experience of teaching Geography at KS4.	D	✓		✓	✓	✓
Professional Development	Evidence of a commitment to continuing professional development	E	✓		✓	✓	
Specific Knowledge	An excellent classroom teacher	E	✓		✓	✓	✓
	The ability to lead and motivate teams of adults and young people	E	✓		✓	✓	✓
	The ability to think creatively	E	✓		✓	✓	✓
	A clear vision of how Geography can support an EBACC curriculum	E	✓		✓		✓
	A clear vision of what outstanding faculty leadership looks like	E	✓		✓		✓

Continued...

Attributes	Requirements	Essential or Desirable	Assessment Method*				
			1	2	3	4	5
Key Skills	Ability to establish effective working relationships with individuals, groups and organisations	E	✓		✓	✓	
	Ability to communicate effectively through a range of mediums in a range of contexts	E	✓		✓	✓	✓
	Ability to work effectively as an individual and in a team	E	✓		✓	✓	✓
	Effective administration and time management skills	E	✓		✓	✓	
	Ability to analyse information and make judgements based on set criteria	E	✓		✓	✓	✓
	Ability to liaise with outside agencies	D	✓		✓		
Personal Attributes	A commitment to lifelong learning for all	E	✓		✓	✓	
	Understanding of how to maximise human and other resources	E	✓		✓		
	Ability to motivate others	E	✓		✓	✓	✓
	Vision, creativity, optimism	E	✓		✓	✓	✓
	Adaptability and resilience	E	✓		✓	✓	✓
	Energy and commitment	E	✓		✓	✓	✓
	Excellent health and attendance record	E				✓	
	A willingness to contribute to the wider life of the Academy	D	✓		✓	✓	✓
Other Requirements	Demonstrable evidence of achievement in current post	E	✓		✓		

Continued...

PERSON SPECIFICATION

Attributes	Requirements	Essential or Desirable	Assessment Method*				
			1	2	3	4	5
Other	Willingness to promote the Academy's social inclusion policies and practices	D	✓		✓		
	Experience of health and safety issues in the workplace relating to equipment, materials and working practices	D	✓				
	Reliability	E	✓		✓		
	Ability to remain patient and calm in challenging situations	E	✓		✓		
	Ability to promote a positive ethos and role model positive attributes	E	✓		✓		
	Willingness to participate in relevant training and development opportunities	E	✓		✓		
	Professionally discreet and able to respect confidentiality	E	✓		✓		
	Flexible approach to tasks	E	✓		✓		
	Confident and able to use own initiative	D	✓		✓	✓	
	Good attendance and punctuality record	E			✓	✓	
	Smart & well presented	E			✓		
	Fit to fulfil all aspects of the job description	E	✓		✓		

Attributes	Requirements	Essential or Desirable	Assessment Method*				
			1	2	3	4	5
Equal Opportunity & Safeguarding	Commitment to equal opportunities	E			✓		
	Must be able to recognise discrimination in its many forms and willing to put Council's Equality Policies into practice.	E			✓		
	Commitment to safeguarding students.	E	✓		✓		
	Knows and understands the principles and values of underpinning safeguarding and the promotion of the wellbeing of children and young people	E	✓		✓		

***Assessment method:**

1 = From the written application
2 = Documentary evidence

3 = The selection interview-panel
4 = References

5 = Test