|  |  |  |
| --- | --- | --- |
| [http://t3.gstatic.com/images?q=tbn:ANd9GcSlCAqkNSoAo1OxUBuR2_8qP7xEX3zyVDbJJryV4iEC3pfNmIeUFXSCnO0:upload.wikimedia.org/wikipedia/en/3/31/Egglescliffe_School_badge.png](http://www.google.co.uk/url?q=http://en.wikipedia.org/wiki/Egglescliffe_School&sa=U&ei=kcAdU9HKMOWO7AbfmYCoCw&ved=0CC4Q9QEwAA&usg=AFQjCNE3LwnAhsDytV7vZGwWf9xo7VcDAQ) | Egglescliffe School and Sixth Form College    Job Description – Key Stage Leader Geography | [http://t3.gstatic.com/images?q=tbn:ANd9GcSlCAqkNSoAo1OxUBuR2_8qP7xEX3zyVDbJJryV4iEC3pfNmIeUFXSCnO0:upload.wikimedia.org/wikipedia/en/3/31/Egglescliffe_School_badge.png](http://www.google.co.uk/url?q=http://en.wikipedia.org/wiki/Egglescliffe_School&sa=U&ei=kcAdU9HKMOWO7AbfmYCoCw&ved=0CC4Q9QEwAA&usg=AFQjCNE3LwnAhsDytV7vZGwWf9xo7VcDAQ) |

|  |  |  |
| --- | --- | --- |
| **Post Title:** | | Key Stage Leader: Geography |
|  | |  |
| **Purpose:** | | * To support and advise the Subject Leader Geography and to deputise when and where appropriate. * To provide an appropriate broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school. * To support the subject leader in being accountable for raising achievement in the key stage you are responsible for. * To develop and enhance the teaching practice of others and ensure that it is consistently judged as at least good. * To monitor and support the overall progress and development of students as a manager within the curriculum area. This will involve tracking progress by cohort, group and teaching set to identify strengths and areas for improvement. |
|  | |  |
| **Reporting to:** | | Subject Leader: Geography |
|  | |  |
| **Responsible for:** | | * Teaching staff and other relevant personnel within the department teaching in the Key Stage. |
|  | |  |
| **Liaising with:** | | * Deputies, AHT’s, relevant non teaching support staff, LA, external agencies and parents * A collegiate approach within the department must be central to the ethos of improvement. |
|  | |  |
| **Working Time:** | | 195 days per year. Full-time |
|  | |  |
| **TLR:** | | 2A |
|  | | |
| **MAIN (CORE) DUTIES** | | |
| **Strategic Direction and Development of the Subject** | * To assist in the development of policies and procedures, in line with school policy, that will ensure high achievement and effective teaching and learning. * To implement strategies that support raising achievement in key stage area * To lead the day-to-day management, control and operation of key stage area provision * To ensure that all staff contribute to discussions concerning policy, practice and accountability. * To engage effectively with staff to enhance SoW and quality of teaching throughout the department. * Lead effective assessment in line with whole school policy that supports positive outcomes. * To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, Behaviour Policy, SEN, ICT, ARR etc. * To assist in the formulation of aims, objectives and strategic improvement plans (short and long term) for the courses which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School. * To assist in the production of an annual subject SEF that outlines strengths, areas for improvement, external examination performance analysis and targets for improvement. * To assist in the effective implementation of the monitoring systems within the department and production of reports that celebrate good practice, informs future practice and improvement * To contribute to the School procedures for lesson observation. * To lead and manage a key stage to ensure that planned activities reflect the needs of students within the subject area, SIP/DIP and the aims and objectives of the School. * Use data on pupil progress to inform your key stage area policy and practice, target setting, identify underachieving pupils, implement targeted intervention and monitor the effectiveness of the subject. * To represent the subject in all matters concerning the key stage curriculum within the school at appropriate meetings, working party meetings and full staff meetings. | |
| **Teaching and learning** | * Ensure the provision of schemes of work are in line with school policy to ensure curriculum coverage, continuity and progression in the subject for all pupils, including those of high ability and those with special educational needs. * Provide guidance, to staff on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different pupils. * To ensure that staff are kept up to date in terms of subject knowledge and skills. * To ensure that ICT, Literacy, Numeracy are reflected in the teaching/learning experience of students * To establish and implement clear policies and practices, in line with school policy, for assessing, recording and reporting on pupil achievement, and for using this information to recognise achievement and to assist pupils in setting targets for further improvement. * To teach students according to their educational needs, including the setting and marking of work * To undertake assessment of students as requested by external examination bodies * To ensure a high quality learning experience for all students * To ensure the department makes an effective contribution to the moral, spiritual, social and cultural development of staff and students. * To maintain discipline in accordance with the school’s procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. | |
|  |  | |
| **Leading and Managing Staff** | * To act as a positive role model for others * Coach members of staff in order to develop teaching and learning and enable teachers to achieve expertise in their subject teaching * To ensure that trainee and newly qualified teachers are trained, monitored, supported and assessed in relation to the appropriate standards. * To work with the SEN coordinator and any other staff with inclusion expertise, to ensure that work is matched to individual pupils’ needs in the key stage * To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated subject. | |
|  |  | |
| **Efficient and effective deployment of staff and resources** | * To assist the subject leader in establishing staff and resource needs for the subject. * To maintain existing resources and explore opportunities to develop or incorporate new resources into the pastoral programme. * To assist the subject leader to ensure that there is a welcoming, safe working and learning environment in which risks are properly assessed. | |
|  | | |
| **Pastoral System:** | * To monitor and support the overall progress and development of students within the department. * 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. * Ensure Behaviour Management systems are implemented in the department so that effective learning can take place. * To be a Form Tutor to an assigned group of students. * Promote the general progress and well-being of individual students and of the Tutor Group as a whole. * To liaise with Pastoral Leaders to ensure the implementation of the school’s Pastoral System. * To register students, and encourage their full attendance to all lessons and registration periods * Evaluate and monitor students’ progress and keep up-to-date student records as may be required. * To alert appropriate staff to problems experienced by students * To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff * To contribute to Pastoral programme, citizenship and enterprise according to school policy | |
|  | | |
| **Other Specific Duties**: | | |
| * To actively promote the school’s policies and procedures * To play a full part in the life of the school community, to support its ethos and to encourage staff and students to follow this example. * To promote actively the school’s policies and procedures * To continue personal development as agreed. * To comply with the school’s Health and safety policy and undertake risk assessments as appropriate. * To undertake any other duty as specified by STPCD not mentioned in the above. | | |

|  |
| --- |
| 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.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The school 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 following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. |

*Teacher’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Teacher Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*