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| **hi res logo.jpg** | **KS3 Geography Coordinator (TLR2a)**  **JOB DESCRIPTION** |
| **Date: May 2018** | |

**KS3 Geography Coordinator**

Accountable to: Head of Geography, Head of Social Sciences and ultimately

the Executive Headteacher

Teachers (MPS) are required to carry out general duties and responsibilities in addition to their teaching and pastoral responsibilities. In addition, you will have responsibility for the following:

1. To ensure that students make progress at KS3.
2. To be responsible for continual development of Key Stage 3 schemes of work, ensuring that they accompanied by appropriate learning materials that enable students to make progress.
3. To contribute to the Faculty ethos of sharing best practice and continual improvement.
4. To be a model of best practice for all teachers in the Faculty.
5. To be up to date on educational pedagogy, particularly that which relates to KS3 geography.
6. To support and implement decisions taken by the Head of Faculty and Head of Geography
7. To take an active role in their own professional development and that of all members of the Social Sciences Faculty. To support staff in their development and training.
8. To develop, motivate and support staff through both the appraisal process and in day to day interactions.
9. To liaise with teaching staff, parents/carers, administration staff and outside agencies in order to support achievement and progress.
10. To take an active role in the recruitment of students onto KS4 geography courses.
11. To contribute and lead on KS3 geography items in Department and Faculty meetings, the outcomes are recorded and actions are taken.
12. To contribute to the Faculty Progress Plan, ensuring that KS3 geography targets are monitored and met.
13. To maintain and develop the standards of teaching and learning at KS3.
14. To lead the KS3 enrichment activities that support the development of high standards of attainment and achievement. Where possible, competitions should be a feature of the geography department’s work.
15. To assist in the monitoring of KS3 data and intervene where necessary.
16. To assist in the monitoring of student behaviour at KS3 and intervene where appropriate.
17. To assist in the Faculty monitoring programme, including book looks, observations and learning walks.
18. To liaise with the humanities coordinator in the primary phase to ensure that geography is well taught.
19. To undertake any other duties reasonably requested by the Head of Faculty.

**General Responsibilities**

1. Maintaining good order and behaviour thereby facilitating learning and safeguarding health and safety in school and authorised school activities elsewhere.
2. Participating in whole school, departmental and pastoral and individual arrangements for her/his in-service training and professional development, including Performance Management.
3. Sharing in statutory duties in accordance with published rotas.
4. Taking part in scheduled meetings with colleagues and parents in accordance with the School’s published calendar.
5. Taking delegated responsibility for the implementation of the Health and Safety Act in accordance with the School’s Health and Safety Policy.
6. Ensuring children are safe within school.

**Teaching** **(under the guidance of the Head of Department)**

1. Planning and preparation of courses and lesson for the classes assigned to her/him in accordance with the department’s curriculum planning, including the implementation of the National Curriculum where relevant.
2. Teaching appropriately the students assigned to him/her according to their needs. (This includes the setting, marking, assessing of classwork, homework and other projects and field work etc.)
3. Keeping records of students’ attendance, classwork and homework.
4. Participating in public and internal examination arrangements as well as other assessment programmes, including profiles and records of achievement.
5. Communicating with parents about students’ progress in accordance with school and departmental policies.
6. Being responsible for the room(s) in which he or she teaches with regard to appearance and display and for resources and equipment as appropriate.
7. Sharing in the Faculty’s work in curriculum development with regard to courses of study, teaching material and methodologies used.
8. Adhering to all agreed departmental and whole school policies e.g. marking, homework, S.E.N and equal opportunities.
9. Undertaking additional administrative duties as directed by the Head of Faculty.
10. Any other duties as directed by the Executive Headteacher.