

JOB DESCRIPTION

POSITION: Subject Leader (Geography)

GRADE: MPS/UPS + TLR 2.1

SCHOOL: Highbury Fields School

RESPONSIBLE TO: Head of Humanities

RESPONSIBLE FOR: Geography Department

PURPOSE OF THE POST

- This job description should be read alongside the range of duties of teachers set out in the annual School Teachers' Pay and Conditions Document.
- To raise standards of teaching, learning, attainment and achievement within the subject team and ensure the academic, intellectual, spiritual, moral and physical well being of the students
- The post:
 - a) is focussed on teaching and learning
 - b) requires the exercise of a teacher's professional skills and judgement
 - c) requires the teacher to lead, manage and develop a subject or curriculum area
 - d) has an impact on the educational progress of students other than the teacher's assigned classes or groups of students
 - e) involves leading, developing and enhancing the teaching practice of other staff

MAIN RESPONSIBILITIES

These responsibilities are to be taken as additional to the responsibilities and expectations of main scale teachers within the school which the post holder is expected to uphold.

1. Strategic

- 1.1 To lead the development of the subject team, in line with the strategic development of the school.
- 1.2 To support and promote school improvement, as expressed in the school vision and development plans.
- 1.3 To be involved in the target setting process for the subject team and the contribution it makes to the achievement of whole school targets.
- 1.4 To represent the subject team at Subject Leader and other meetings, as appropriate.

2. Operational

- 2.1 To lead the day to day management of the subject team, ensuring consistency in the implementation of school policy and procedure.

- 2.2 To lead subject team meetings, ensuring that the agenda is dominated by learning and teaching issues.
- 2.3 To maintain an up to date Subject team Handbook and schemes of work that reflect all appropriate DCFS, LA, school and examining body requirements and policies.
- 2.4 To complete subject self evaluations and reports as required.
- 2.5 To ensure that the administration and management of the subject team is efficient and effective, with all subject team staff being fully aware of all appropriate procedures and other administrative matters.
- 2.6 To develop and promote extra-curricular opportunities for students in order to enhance students learning experiences.
- 2.7 To effectively address gaps in the attainment of underachieving students so that all students make good or better progress.

3. Teaching & learning

- 3.1 To ensure the delivery of an appropriate, comprehensive and high quality curriculum, in line with all statutory requirements and in support of the school improvement agenda.
- 3.2 To lead curriculum development within the subject team.
- 3.3 To be aware of current developments within the subject area and teaching and learning generally, ensuring that the subject team is at the leading edge of performance and practice.
- 3.4 To implement strategies for raising and maximizing attainment within the subject team.
- 3.5 To ensure that the subject is delivered in an effective manner, using new and emerging technologies as appropriate.
- 3.6 To be responsible for student performance and behaviour within the subject team, supporting other staff in the pursuit of excellence and the promotion of school curriculum and behaviour policies and to maintain a high profile in doing so.
- 3.7 To use performance and assessment data to raise student attainment and achievement.
- 3.8 To ensure that cross-curricular areas are effectively delivered, including literacy and numeracy.
- 3.9 To ensure that, where appropriate, teaching within the subject team contributes to the personal, social and health education of students.
- 3.10 To promote the five priorities of 'Every Child Matters' through the work of the subject team.
- 3.11 To liaise with other staff regarding the progress of individual students and groups.
- 3.12 To liaise with parents, as necessary and in accordance with school policies, regarding the progress and performance of their children.

4. Staffing & resources

- 4.1 To be responsible for the efficient and effective deployment of all staff working within the subject team.
- 4.2 To undertake performance management reviews for identified members of the teaching and support staff working within the subject team.
- 4.3 To contribute to the recruitment of new members of staff to the subject team.
- 4.4 To be responsible for the induction of new members of staff in the subject team, liaising the Leadership Team.
- 4.5 To promote teamwork and effective working practices within the subject team.
- 4.6 To be responsible for the day to day management of staff within the subject team.
- 4.7 To make arrangements for classes when staff are absent, ensuring appropriate work is provided and supporting staff covering classes.
- 4.8 To ensure that the subject team is appropriately resourced and that capitation and other sources of funding are used to promote both the efficient day to day running of the subject team and the raising of student attainment.

5. Monitoring & evaluation

- 5.1 To monitor the work of members of staff working within the subject team including the setting, recording and follow up of homework.
- 5.2 To observe staff teaching within the subject team, reporting on the observations to the member of staff observed and the subject team line manager.
- 5.3 To monitor the work of students through, for instance, scrutiny of class and homework, assessment data and dialogue.
- 5.4 To ensure that all appropriate school policies are followed.
- 5.5 To contribute to the school's self-evaluation procedures, including subject team reviews and the subject team's self evaluation.
- 5.6 To complete an annual team review and subject team development plan, in line with both the school improvement plan and specific subject team priorities.
- 5.7 To provide information, data and reports on the performance of the subject team to the Headteacher, Leadership Team and Governing Body, as required.

6. Accountability

- 6.1 To be accountable to the Headteacher and Governing Body for the work of the subject team.

PERFORMANCE STANDARDS

- At all times to carry out the responsibilities of the post with due regard to the school's Equal Opportunities policy.
- To ensure that all appropriate health & safety checks, including risk assessments, and procedures are updated and carried out effectively.

ADDITIONAL RESPONSIBILITIES

To undertake such additional responsibilities as may, from time to time, be considered to be reasonable and required by the Headteacher.

Signed ----- Date -----