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**Job Description**

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| **Job Title:** | Geography Key Stage 3 Subject Leader (TLR2c) |
| **Working Hours:** | Full-time teacher, 195 days per year |
| **Department:** | Teaching Staff - Geography |
| **School:** | Robert Clack School  Although you may be based on one school site, your role is not site specific.  o provide support to the senior leadership team as and when required.in particular for Science, Technology, Maths, Business Stu |
| **Reports to:** | Geography Subject Leader |

**1. Purpose of the Job**:

* To lead the provision and teaching of Geography at Key Stage 3, in order to ensure high quality teaching and learning, and the effective use of resources to bring about improved standards of achievement for all pupils.
* To lead, manage and develop the teaching of Geography at Key Stage 3, in liaison with the Geography Subject Leader.
* Strong subject knowledge and to ensure the provision of a balanced, relevant and differentiated curriculum for pupils studying Geography at Key Stage 3.
* To line manage a significant number of staff within the subject area.
* To carry out teaching duties and provide a high standard of teaching and learning for pupils, to ensure that they achieve to the best of their abilities (in accordance with the school’s Teacher Job Description and the DfE Teachers’ Standards 2012).
* To support and promote the safeguarding, and welfare of all children and young people attending Robert Clack School.

##### 2. Main Activities:

**KEY STAGE 3 SUBJECT LEADER**

**Strategic Direction**

* Plan and work in accordance with the priorities of the School Development Plan, as necessary.
* Assist with identifying school development targets in relation to the Geography department at Key Stage 3.
* Monitor the progress made in achieving plans and targets, and evaluate the impact on teaching and learning.
* In liaison with the Subject Leader, participate fully in the school’s Departmental Review process which will assist the evaluation of the quality of teaching provision and outcomes for pupils in Geography.
* Monitor and analyse teaching provision at Key Stage 3.
* Using relevant data and assessment methods, set appropriate pupil progress and attainment targets within the subject area at Key Stage 3.
* Encourage pupils to respond to feedback and to be involved in setting their targets.
* Using relevant data and assessment methods, monitor pupil targets to ensure they are met and implement strategies for any areas of concern.
* Ensure that regular homework is set at Key Stage 3.
* Ensure the provision of extra-curricular activities i.e. school trips, revision classes, school events, to enhance pupils’ progress and attainment.
* Participate in book monitoring for the department.
* Analysis of examination data and production of reports for the Subject Leader, SLT, and Governing Body in relation to examination results for the department.
* Provide examinations data to assist the Subject Leader in making decisions regarding the necessary department and school targets for each academic year.
* Regularly meet with the Subject Leader in order to provide them with relevant subject, curriculum or pupils’ progress information.

**Curriculum**

* To contribute to the positive promotion of Geography within the school.
* To keep up-to-date with national developments in the subject, including teaching practice and methodology.
* To ensure effective communications with partner schools and relevant external agencies, sharing best practice where possible.

**Resource Management**

* In liaison with the Subject Leader, develop, implement, monitor and maintain plans for the development and resourcing of Geography teaching at Key Stage 3.
* Identify resources needed to meet the needs of the Geography curriculum at Key Stage 3.
* In liaison with the Subject Leader ensure the delivery of an appropriate, high quality and cost effective curriculum at Key Stage 3, within the department budget.
* Under the guidance of the Subject Leader, ensure that the department budget is used efficiently and that there is no overspend.

**Leading and Managing Staff**

* Promote a positive, supportive and collaborative working environment within the Geography department.
* Create, maintain and enhance positive and effective working relationships.
* To provide a role model of good classroom practice for your department.
* Manage the professional development of Geography teaching for staff and evaluate the impact on teaching and learning.
* Responsible for ensuring that Performance Management reviews are carried out and completed with identified staff.
* Monitor and evaluate standards of teaching within Key Stage 3, identifying areas for improvement.
* Plan and implement strategies to improve teaching at Key Stage 3, where needed.
* To discuss CPD needs with staff.
* Participate in, and support staff in developing an inspiring and engaging Geography curriculum at Key Stage 3, which enables pupils to enjoy their lessons and achieve to the best of their abilities.
* Disseminate good practice and knowledge in Geography through INSET, coaching and mentoring of staff.
* Implement coaching and mentoring strategies to support and develop Geography staff.
* Ensure the effective, efficient deployment of teachers and support staff expertise within Key Stage 3 Geography, in order to enhance pupils’ progress and achieve department/school improvement objectives.
* To induct, monitor and support new staff and beginner teachers.

**Teaching and Learning**

* Provide support and guidance on a choice of appropriate teaching and learning methods.
* Ensure that schemes of work offer appropriate challenge, demonstrate good progress and evaluate their impact on teaching and learning.
* Set high expectations which inspire, motivate and challenge pupils.
* Promote good progress and outcomes by pupils.
* Demonstrate good subject and curriculum knowledge.
* Plan and teach well-structured lessons.
* Adapt teaching to respond to the strengths and needs of all pupils.
* Make accurate and productive use of assessment.
* Manage behaviour effectively to ensure a good and safe learning environment.
* Fulfil wider school and professional responsibilities.

**SCHOOL RESPONSIBILITIES**

**Wider Professional Responsibilities**

* Make a positive contribution to the school’s ethos and the wider school community.
* Develop professional and positive relationships with colleagues.
* Take responsibility for improving teaching through appropriate professional development, responding to advice from colleagues and sharing best practice.
* Develop professional and positive relationships with parents/carers and outside agencies with regards to pupils’ achievements and well-being. Work collaboratively with parents/carers and outside agencies to support pupils’ progress.

**Wider School Responsibilities**

* Participate in arrangements to prepare pupils for public and school examinations and participate in supervision of pupils during exams.
* Cover lessons, as and when required. Set cover work for lessons if absent.
* Attend assemblies, parents’ evenings, open evenings, INSET sessions, school events and extra-curricular activities as required.
* Attend school and department meetings, as required.
* Ensure that registers are taken during each lesson and for form time.
* Act as a Form Tutor, when required.

**PERSONAL AND PROFESSIONAL CONDUCT**

* Responsibility as a teacher to uphold public trust in the teaching profession and to maintain high standards of personal and professional conduct, ethics and behaviour within and outside school.
* Treat pupils and colleagues with dignity and respect, and build relationships rooted in mutual respect, while at all times observing proper boundaries appropriate to a teacher’s professional position.
* Awareness of the need to safeguard pupils’ well-being, in accordance with statutory provisions and the school’s policies.
* Demonstrate tolerance and respect for others, not undermining fundamental British values, including democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs.
* Ensure that personal beliefs are not expressed in ways which exploit pupils’ vulnerability or might lead them to break the law.
* Proper and professional regard for the ethos, policies and practices of Robert Clack School, and the maintenance of high standards in personal attendance and punctuality.
* Ensure an understanding of, and always act within the statutory frameworks which set out professional duties and responsibilities.

**3. Statutory Requirements:**

This post carries a requirement to have a Disclosure and Barring (DBS) check for Children.

**4. General Accountabilities and Responsibilities:**

* Ensure compliance with appropriate legislation, Council Policies, the Council Constitution, Financial Rules and other requirements of the Council.
* Promote the development of a high quality individual need led service, to comply at all times with the Council’s policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
* Undertake a proactive, committed approach towards the Council’s Best Value ethos.
* Ensure compliance with and actively promote the Council’s Equalities and Diversity policies, and strategies.
* Ensure compliance with and actively promote Health and Safety at work legislation, Council and Departmental Health & Safety policies and procedures.
* Comply with the competencies and standard requisites agreed by the Council as relevant to your post.
* Comply with the Data Protection Act 1998 (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
* Take responsibility for continuing self-development and participate in training and development activities.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the post holder.

January 2018