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**Head of Geography – Job Description**

**Job Description**

This is a generic framework for **Subject Leader** roles with specific duties added regarding the above post.

Reference is made throughout to Teacher Standards and the School Pay and Conditions Document (Sept 2016).

**Generic Principle Responsibilities:**

* Endeavour to maintain and develop the Roman Catholic character of the school in accordance with the directions given by the School Governors and subject thereto to those given by the Headteacher.
* Play a major role in supporting the essential business of St Anne’s RC High School in providing an education for the whole child and fostering in and through a Catholic atmosphere those qualities which will enable each individual to live happily and develop fully his or her intellectual, moral, physical, social, emotional and spiritual qualities.
* Meet all the Teachers Standards, the criteria of the school pay and conditions document and the responsibilities of a main-scale teacher in addition to those outlined below.

**Accountability**:

The **Subject Leader** will be directly accountable for their area of responsibility and any expected outcomes. They will report to their SLT link for their faculty and will be monitored and evaluated on their impact.

* Raise standards of student attainment and progress of all pupils and for ‘Closing the Gap’.
* Ensure the provision of effective strategies for monitoring, mentoring and intervention to support student academic progression and address underachievement of students.
* To track the progress and achievements of students.

**Principle responsibilities of the post:**

**Leadership and Management:**

* Attend all faculty and department meetings as required.
* Meet regularly with the SLT link for the faculty as required by the Head teacher.
* Ensure communication is upheld with all members of the department and other subject leaders.
* Contribute to the selection and recruitment of other teachers and support staff, including the induction and assessment of new teachers, where appropriate.
* Assist in carrying out performance management and threshold assessments of other teachers for whom he/she has responsibility
* Coordinating and managing the work of other staff.
* Support school partnerships with higher education establishments for ITT.
* Contribute to a cooperative team who understand their responsibilities and are consistent in the practice of school policies and procedures.
* Maintain a department handbook up to date and in line with school expectations.
* Manage the department budget allocations.
* Contribute to school liaison and marketing activities and the effective promotion of the school and faculty at all events.
* Attend all CPD, as required.

**Quality of Teaching and Learning:**

* Monitor adherence of department staff to professional duties for purposes of school self-evaluation, i.e. assessment, recording, reporting of achievement.
* Monitor the quality of teaching and learning in the department, in accordance with school MTL policy.
* Adhere to the school monitoring of teaching and learning policy.
* Comply with school assessment, recording and reporting policy.
* Plan and prepare programmes of work and lessons to ensure continuity and progression.
* Set and mark classwork and homework according to the school marking policy.
* Ensure the pupils are prepared for public examinations and all coursework and assessments are completed

**Curriculum development:**

* Take such part as may be required of him/her in the review, development and management of activities relating to the curriculum.
* Ensure delivery of cross-curricular initiatives.
* Deploy staff on the timetable as effectively as possible in line with schools priorities.
* Ensure the department curriculum contributes to the realisation of the school curriculum vision and priorities.
* Ensure department staff are kept up to date with curriculum development issues, including: within school, locally and nationally.
* If necessary, be prepared to teach a range of subjects, as directed by the head teacher.
* Contribute to the realisation of the school curriculum vision and priorities.
* Keep up to date with curriculum development issues, including: within school, locally and nationally.

**Behaviour for Learning:**

* Monitor and coordinate pupil management within the department in accordance with the school behaviour policy..