

## Job Description

**POST:** Coordinator of Geography

**RESPONSIBLE TO:** Director of Humanities

**RESPONSIBLE FOR:** Quality of learning and outcomes in Geography at KS3, KS4 and KS5

**SALARY:** TLR 2B

### **PURPOSE:**

To inspire imaginative and effective approaches to learning and teaching across the Academy, and make a major contribution to improving student attainment by raising the quality of teaching and learning in Geography.

To support other teachers to improve their effectiveness, modelling excellent practice and providing professional mentoring and to consistently teach high quality lessons which bring about excellent outcomes for students.

The post holder is expected to carry out the professional duties of a coordinator in accordance with Part 11 of the current DCFS Teachers' Pay and Conditions document and those described in the Outcomes.

### **PRINCIPAL ACCOUNTABILITIES**

#### **Strategic Direction and Development of Literature and Media**

- Contribute to and model policies and practices which promote high achievement through effective teaching and learning.
- Analysing national, local and Academy data, research and inspection findings to inform curriculum area policies and practices, expectations and teaching methodologies and to report regularly to the Director of Humanities on progress and plans.

**Learning & Teaching**

- To work as a co ordinator in Geography to develop teaching and learning strategies that are effective and enable students to achieve challenging targets.
- To work with the Director of Humanities to identify students at risk of underachieving in Geography and advise and lead on appropriate intervention strategies to raise attainment.
- To raise student achievement and attainment in Geography across the Academy as evidenced by external examinations and internal assessments.
- To develop staff expertise in all areas of Geography.
- Keep up to date with current educational research and disseminate relevant information to colleagues
- To prepare and use performance and contextual data to track individual students and inform performance
- Be committed to the use of new technologies to improve teaching and learning.
- Perform role of form tutor.

**Leading and Supporting Staff**

- To support other teachers to develop their expertise in planning preparation and assessment.
- To work with the Director of Humanities to develop appropriate curriculum content for each level of learning which is challenging, engaging and differentiated to meet the needs of all students.
- To create SOW and share resources that support the development of assessment for learning strategies in Geography.
- To contribute to the quality assurance of Geography teaching by working with the Director of Humanities to ensure rigorous monitoring and evaluation of progress towards Team and Academy Development Plans
- Participate in the recruitment and induction of new staff
- To actively support the vision, ethos and policies of the Academy

### **Continuing Professional Development**

- To lead the professional development of Geography staff in devising and preparing innovative teaching and learning strategies
- To actively participate in the Academy's Performance Management processes for colleagues
- Reflect on and address own professional development needs
- Help to identify the professional development needs of colleagues
- To mentor trainee and new staff in the Humanities department
- Facilitate the professional development of colleagues and contribute to the department's bespoke CPD programme
- Initiate, and evaluate, action led learning improvement projects

### **Teaching Commitment**

- The post holder will be expected to teach in line with the Academy's generic teacher's job specification. Designated non contact time for management responsibilities will be made available as required.

### **Safeguarding Children**

Sirius Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

## **PERSON SPECIFICATION**

### **KNOWLEDGE/EXPERIENCE/SKILLS/QUALIFICATIONS/MENTAL SKILLS:**

#### **1. Qualifications – Essential:**

- Qualified Teacher Status
- An honours degree in Geography or related subject
- Evidence of relevant recent professional development

#### **2. Knowledge – Essential:**

- Outstanding subject knowledge in your area of specialism
- Expert understanding of what is required to secure effective teaching and learning
- Excellent understanding of the strategies which help to raise students' attainment
- An understanding of performance and contextual data as tools for improving standards of student achievement
- An understanding of up-to-date educational development nationally
- Understanding of the practical application of Equal Opportunities in a school context

**Knowledge - Desirable**

- An understanding of emotional literacy and developments to support learning and teaching

**3. Experience – Essential:**

- A proven track record of excellence in the classroom
- A proven track record of achieving excellent results across at least 2 key stages
- Experience of monitoring and evaluating teacher effectiveness in relation to standards and outcomes
- Experience of working with other teachers and professionals to extend their understanding and effectiveness

**4. Skills – Essential:**

- A tangible passion and enthusiasm for Geography
- A keen interest in developing the teaching of Geography in an innovative and creative way
- Ability to use ICT effectively to support your professional role

**INTERPERSONAL/COMMUNICATION SKILLS:**

- Be a team player
- Ability to motivate and inspire staff and students
- Ability to use tact, diplomacy, sensitivity and good humour
- The ability to understand others and create trust
- Ability to coach colleagues to improve their performance
- Effective written and spoken communication
- Awareness of the need for attention to detail
- Ability to demonstrate personal and emotional resilience when working in a range challenging situations
- Personal commitment to extra curricular activities
- Good health and an excellent attendance & punctuality record
- Motivation to work with children and young people
- Have a willingness to demonstrate commitment to the values and behaviours which flow from the Sirius ethos
- Commitment to safeguarding and promoting the welfare of children and young people.
- Willingness to undergo appropriate checks, including enhanced CRB checks.
- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**Creativity and Innovation**

The post holder will be required to re-schedule work where/when necessary in order to fit in with the working day of the Academy and ensure that tasks are completed.

**Contacts and Relationships**

Head of School  
Staff  
Directors  
Community  
Parents  
Managers on all levels and locations  
Trade unions  
Other government departments

*This Job Description conveys a full and accurate description of the job:*

<u>Signature</u>	<u>Designation</u>	<u>Date</u>
1. CONFIRMED BY: .....	(LINE MANAGER)	.....
2. CONFIRMED BY: .....	(SERVICE HEAD) (OR DELEGATE)	.....
3. RECEIVED & AGREED BY: .....*	(POST HOLDER)	.....

*\*The employee must countersign the Job Description to show that he/she has received it, although they may not agree with its content. They may delete "& AGREED" if this is the case.*

**Grade established/Approved**

DATE OF PANEL: ..... DATE: .....