



JOB DESCRIPTION

- **Job Title:** Learning Team Leader of Geography
- **Accountable to:** Co-Headteachers
- **Line Manager:** ELT Member
- **Location:** Coundon Court
- **Grade:** TMS/UPS + TLR 1a

Job Purpose

To lead and coordinate the curriculum development, implementation, review and improvement of the teaching and learning across the team to ensure each student thrives and that attainment and achievement is secured at all key stages in line with school and external requirements.

Create a shared vision and ambition across the subject team and ensure a coherent approach to planning and delivery.

Duties and Responsibilities

Strategic direction – Learning Teams

- Ensure that the schools priorities are addressed in the subject teams forward planning frameworks and schemes of work.
- Ensure that short, medium and long term curriculum plans exist and that these cover statutory and best practice requirements and take account of future developments.
- Secure and utilise all information available to inform the subject SEF and to ensure that this informs strategic planning and team member professional development.

Teaching and Learning – Learning Teams

- Ensure that the subject curriculum is relevant and engaging and that it secures progression across the ability range.
- Ensure that short, medium and long term curriculum plans exist from which subject team members can draw down effective lesson plans.
- Monitor and review team members' delivery of curriculum plan on an informal and formal basis in line with whole school policy.
- Support and guide team members to select the most appropriate teaching and learning methods to meet the needs of all students.
- Lead on the integration of strategies with respect to literacy, numeracy, ICT and learning competences to ensure each student thrives and the team delivers the school's priorities.
- Ensure up-to-date assessment information (both formative and summative) is held on individual students and for each cohort, including achievements, rewards, parental contacts, exclusions and lead on the management implications of such information to improve pupil learning and attainment at all Key Stages against target data.
- Ensure that all students make good progress and that the subject delivers provision and attainment for Gifted and Talented, SEN and Vulnerable students.

Leadership:

- Lead and coordinate the subject team in developing and setting appropriate personal targets so that professional learning and development needs are identified and addressed through the school's professional review framework.
- Ensure performance management requirements are implemented and appropriate pay recommendations made.
- Lead the development, implementation review and improvement in the links between home and school and the pastoral and support frameworks to ensure individual students engage successfully with their learning.
- Provide information as required to the School Leadership Team and other appropriate staff with respect to the subject team and the students it is responsible for.
- Ensure that each subject's resourcing needs are identified and that the budget allocation is managed in the most cost effective way possible.
- Ensure that all Health and Safety requirements for the subject team are understood, accounted for and met.

Other professional requirements:

- Take responsibility for a range of curricular events that ensure students have real chances to experience a full range of learning opportunities, beyond the subject classroom.
- Establish and maintain effective working relationships within the wider team and also with other colleagues and clients / partners of the school.
- To help lead the development of digital learning within the subject team.
- To be responsible for continuous professional development of yourself and each subject team member.
- Participate as required in meetings with colleagues in respect of the posts duties and responsibilities.
- Any other duties and responsibilities within the range of the salary grade.

All duties and responsibilities must be carried out with due regard to the Schools Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School's Equal Opportunities Policy.

Duties which include the processing of any personal data must be undertaken within the School's data protection guidelines.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff & volunteers to share this commitment.

This job description will be reviewed annually with the post holder and the line manager to reflect or anticipate changes in the job, commensurate with the grade for the post and job title.