



JOB DESCRIPTION

Subject Leader Geography (Maternity Cover, Fixed-Term Contract) Required 11th April 2018 until 10th April 2019

LINE MANAGER: Head of Humanities

To lead and manage the Department of Geography within the Humanities Faculty and promote high quality learning and outstanding co-curricular provision. To coordinate self-evaluation and be responsible for the academic analysis and interventions necessary for excellent student progress. To be a passionate teacher of Geography with a keen interest in curriculum and classroom improvement and development at a whole school level.

Strategic Responsibilities

- To set clear strategic objectives for the department in consultation with the Head of Humanities.
- To provide strategic leadership for the department in consultation with the Head of Humanities.
- To develop and review policy and practice in consultation with the Head of Humanities.
- To attend meetings with other Heads of Department with the aim of enhancing the quality of teaching and learning across the whole school and improving students' progress
- To lead the Department's work on self-evaluation and facilitate monitoring activities that will accurately inform this
- To develop links with the wider community
- To coordinate the annual school development plan for Geography

Subject Teacher Responsibilities:

- To develop high standards of teaching and learning by monitoring and taking effective action
- To set targets for student improvement using benchmark data with the assistance of the Deputy Head
- To advise the Head on all matters relating to the teaching of the subject:
 - i. **Teaching groups**
 - ii. **Classroom use**
 - iii. **Teaching syllabuses, specifications and schemes of work**
- To establish resource needs, set priorities for spending and allocate those resources within financial parameters set by the Finance Director
- To develop high standards of display and presentation of materials
- To maintain standards of discipline in line with school policies

- To complete all assessment requirements, including homework, coursework and entrance exam assessments
- To report and record each pupil's progress and achievement
- To be responsible for gathering information to develop and improve student achievement
- To oversee continuity, progression, differentiation and entitlement for more and less able students throughout the Senior School
- To develop curriculum and teaching methods in line with policies and to give guidance on teaching methods
- To be accountable to the Head
- To create a safe working and learning environment
- To provide efficient management and organisation of accommodation and learning resources including IT
- To maintain outcomes of achievement from students taught
- To maintain an attractive classroom environment
- To attend required meetings with colleagues and parents relative to duties outlined in this job description in line with the published schedule
- To participate in Whole School Evaluation and INSET in the following areas of the curriculum as required
 - **Geography**
- To oversee a programme of visits for pupils to enhance their understanding in the subject taught

Pastoral Responsibilities:

- To be a Form Tutor
- Take a full part in the pastoral arrangements of Radnor House Sevenoaks including attendance at Assemblies

Other considerations:

- To work in accordance with the role of teacher as defined from time to time by Radnor House Sevenoaks
- Members of staff should, at all times work within the framework provided by the school's policy statements to fulfil the general aims and objectives of Radnor House Sevenoaks
- To contribute to the co-curricular life of Radnor House Sevenoaks
- To assist or lead in the organisation and management of Geography related events and co-curricular activities
- To undertake such other duties as the Head or his Deputy may reasonably request
- To continue the roles outlined in this job description to the highest level

Note: This job description is subject to an annual review.