



## **JOB DESCRIPTION**

### **Job Title**

SUBJECT LEADER (Geography)

### **Overall Purpose**

To provide leadership of the department staff and curriculum in order to secure high quality teaching and improved standards of learning and achievement of all students.

### **This postholder reports to:**

Headmaster & SLT through their Line Manager

### **Key Accountabilities**

- Providing a strategic vision for the Department in line with the overall College strategy.
- Raising standards of student attainment and achievement within the whole curriculum area by monitoring and supporting student progress.
- Developing a broad, balanced and challenging curriculum which provides students with the requisite knowledge and skills, and also promotes Independent Learning.
- Ensuring that appropriate schemes of work, including related assessment processes, are in place and regularly reviewed in line with SCC Policy.
- Promoting a collegiate approach so that staff work as an effective team, developing leadership within the department and sharing good practice.
- Monitoring teachers' classroom practice and students' work, to ensure that schemes of work are being followed and appropriate homework setting, marking and assessment for learning is taking place and fed back to students.
- Managing and deploying available resources (teachers, support staff, capitation, departmental rooms, technology etc.).
- Ensuring that appropriate professional development takes place in the department.
- Ensuring organisational & administrative tasks, both within the department and in support of SCC policy, are completed promptly and efficiently.
- Refine and further develop links between the Prep and Senior school.
- To see to ensure the effective use of the department's equipment, proper

maintenance of materials and fabric of the department and the observance of health and safety regulations in accordance with the school's policy on Health & Safety.

- To maintain efficient and effective control of the department's budget

### **Specific Responsibilities**

- To ensure the smooth day-to-day running of the department.
- To keep up to date with national developments in the subject area, and teaching practice and methodology.
- To ensure that students are entered for appropriate external examinations.
- To be responsible for the setting of internal examinations and the moderation & standardisation of results
- To be responsible for the organisation, marking, moderation and administration of any internal elements of the KS4 and KS5 courses, as required by the appropriate exam boards
- To lead performance review for the whole department.
- To ensure that an environment conducive to effective learning & teaching is established in the department classrooms; this includes appropriate & up to date display.
- To establish practices that support colleagues in classroom and behaviour management and to act as a role model in their implementation.
- To check that appropriate work has been set for classes when teachers are absent.
- To work with the Head, SLT and line manager in the recruitment of staff to the department.
- To contribute to an annual departmental improvement plan (DIP), reflecting the CIP.
- To ensure that appropriate Monitoring & Tracking, in line with SCC policy, takes place within the department and that it is kept up to date.
- To monitor student data and to ensure that appropriate intervention strategies that raise overall standards are implemented; and that due recognition and reward of student achievement is celebrated.
- To report annually to SLT on department exam performance.
- When invited, to report to the Governors' Strategy and Policy Committee.
- To incorporate the ISC self evaluation questions into the annual department self review process.
- To manage departmental meetings to develop the skills and teamwork of the department, producing minutes for the Headmaster, Academic Deputy Head & own line manager.
- To attend Subject Leader meetings and act on decisions made.
- To undertake routine admin tasks as requested by the Academic Deputy Head or the Assistant Deputy Head for Teaching & Learning.
- To support and develop the work of the Faculty Group within the department; and to liaise with the Chair of the Faculty Group.
- To attend subject meetings of the Haileybury Group (HMC); to include taking responsibility to organise when it is SCC's turn to host.
- To communicate promptly with parents and meet them where necessary.

- To create and update the departmental resources on the website and College VLE.

### **Generic responsibilities**

- Responsibilities carried by all teachers in the college comply with the teachers' contract of employment.
- Adhere to Catholic school contractual obligations and expectations regarding support for the college's essential ethos as set out in the contract of employment.
- Expectations regarding the role and expectations for all form tutors are contained within the school handbook.
- To play a full part in the life of the college community to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To contribute to the Extra & Extended Curriculum Activities (EECA).

### **Essential Criteria**

#### **1. Knowledge and Experience**

- Proven knowledge and understanding of the subject and its teaching.
- Evidence of an active contribution to the development of the subject across all age groups (sharing good practice, supporting the team)..
- Evidence of commitment to personal CPD.

#### **2. Skills and abilities**

The ability and commitment to:

- Think strategically
- Inspire, challenge and support other adults and students.
- Model the values and expectations of the college
- Understand and demonstrate the principle and practice of effective teaching and learning
- Challenge poor performance (students and staff) and offer constructive feedback
- Review and plan your own CPD
- Engage your community in systematic and rigorous self-evaluation

### **Safeguarding Children**

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the Designated Senior Leader.