**JOB DESCRIPTION Department**:

**Job Title**: Geography KS3 Co-ordinator

**Responsible to:** Head of Department

**Job Description**

* To continuously raise standards in KS3 Geography.
* To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying Geography in accordance with the aims of the school and the curricular policies determined by the Governing Body and Head teacher.
* To act as a leader for all KS3 pupils, and assist with KS2 transition to the School.
* To develop and enhance the teaching practice of others.
* To monitor and support the overall progress and development of students as a manager within Geography.
* To foster business and community links
* To assist the Head of Department in monitoring and maximising teaching and learning across the Key Stage.
* To provide efficient administration, organisation and resource management for Key Stage 3.
* To oversee assessment, recording and reporting for Key Stage 3.
* Lead the curriculum development work in KS3 Geography including the development and implementation of course outlines, syllabuses and schemes of work to ensure they line up with and adequately prepare KS3 students for the rigours of the GCSE Geography specification.
* Ensure effective development of students’ literacy, numeracy and information technology skills throughout KS3 Geography.
* Oversee the creation and quality control of KS3 resources that meet the two requirements above.
* Evaluate the teaching & learning in KS3 Geography through book looks and use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching.
* Ensure that information about students’ achievements in previous classes and schools is used effectively to secure good progress in Geography.
* To systematically obtain, record and analyse KS3 assessment data.
* Evaluate progress and achievement in KS3 Geography through this assessment data.
* Oversee the effective use of this data to identify students who are underachieving in KS3 Geography and where necessary create and implement effective plans of action to support those students
* Use this data to identify topics that are not being taught effectively in KS3 Geography and where necessary, identify the inadequacies in the teaching and learning of that topic to drive improvement of teaching and learning of that topic.
* Ensure GIS is embedded in schemes of learning throughout the KS3 Geography curriculum.
* Lead the development of a programme for the most able and gifted students in KS3 Geography and lead the setting of KS3 homework on a regular basis.
* Have a keen interest in developing extra-curricular opportunities in Geography

**Equal opportunities statement**

Adhere to the School’s Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

**Child protection**

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the School.

**Commensurate statement**

Undertake any other reasonable duties commensurate with the role as determined by the Headteacher/Manager.

This job description is not prescriptive in that the needs of the School may change and this could necessitate revision in the future and amendment at any time involving appropriate consultation with the postholder.

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_**

**Postholder (PRINT NAME & SIGN)**

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_**

**Headteacher**