



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Subject Leader: Geography
Grade: MPS/UPS + TLR2b and possible R&R of £2500
Responsible to: Faculty Leader: Humanities

Purpose of the post:

To provide professional leadership and management of all staff delivering Geography.

To lead, manage and review the curriculum delivered by departmental staff in order to secure high quality teaching, effective assessment, effective use of resources and improved standards of learning and achievement for all students.

In addition to the responsibilities of class teacher, as set out in the Teachers' Standards 2018, the post holder will also undertake the following duties and responsibilities:

Specific Responsibilities

Leadership (Strategic direction and quality assurance)

- Support Senior Leadership Team and Faculty Leader in implementing whole school practice
- Model high quality Teaching and Learning
- Promote a stimulating learning environment which encourages high expectations from both staff and students
- Review curriculum offer annually and adapt, as appropriate, to meet student needs
- Facilitate the effective teaching of within the Faculty
- Encourage Continued Professional Development programme encouraging the sharing of good practice as part of this process
- Lead subject specific self-evaluation and improvement planning
- Oversee the development of numeracy and literacy.

Management (implementation) including Performance Management

- Accountable for the performance management of staff, setting challenging objectives/targets with staff in line with the academy priorities:
- Undertake an annual Department Self Evaluation to identify key focus areas within Department Improvement Plan, in line with whole school priorities
- Set goals and objectives for the team on an annual basis, in line with whole school priorities, via a Department Improvement Plan
- Devise and oversee a Continued Professional Development programme for subject staff, in consultation with the Faculty Leader
- Represent the views of the Department in different forums
- Ensure all colleagues are involved in Department and Faculty consultation
- Provide constructive support, advice and guidance for teachers within the Department
- Have systems in place for the effective evaluation of lessons, teaching methods and teacher performance

- Ensure differentiated Schemes of Work are developed and maintained within the Department
- Prepare and revise material for options booklets and academy prospectus
- Keep an accurate up to date inventory of all subject resources
- Be involved in the appointment and induction of new staff
- Oversee good student discipline within the Department
- Ensure effective approaches to marking and feedback are embedded within the Department
- Ensure Health & Safety procedures are adhered to and that the Department has up to date risk assessments

Monitoring

- Monitor the quality of achievement across the Department through data sweeps and assessment moderation
- Track and monitor individual and groups of students and make appropriate interventions to tackle under-achievement
- Monitor lesson planning, delivery, and the quality of student outcomes within the classroom. Identify, manage and support poor quality teaching within this process
- Monitor outcomes within Department Improvement Plan and update Department Self Evaluation Form; both on a termly basis
- Oversee Department spending and monitor value for money
- Monitor the marking of work across the Department and implement work sampling on a regular basis
- Ensure the Department has an accurate database of individual student data
- Ensure students are set individual targets, which are regularly reviewed

Evaluation

- Analyse baseline data and exam results to ensure students and staff are working towards aspirational targets
- Analyse KS3, GCSE and Post 16 results and produce a written evaluation for the Faculty Leader
- Ensure appropriate schemes of work are in place and they meet the academic needs of all students
- Update Department Improvement Plan in light of Department Self Evaluation, whole school Self Evaluation and Academy Improvement Plan
- Evaluate impact of CPD on quality of Teaching and Learning across the Department

Other

- Teaching and Coaching Group responsibilities

Strategic Direction and Development of Co-op Academy Priesthorpe

The post holder will be expected to support and promote the development and progress of the academy, its students and staff. All middle leaders are expected to:

- Facilitate open and clear lines of communication with all stakeholders
- Contribute to the academy's development and implementation of policies, including inclusion
- Contribute to the Academy Development Plan and Self Evaluation Form
- Support staff in achieving the academy's priorities and targets
- Ensure parents are well informed about the academy and their child's progress

Teaching and Learning

All middle leaders are expected to lead by example, both in terms of their leadership and management role and also in the classroom, teaching effectively, securing high quality outcomes, and promoting excellent standards of behaviour and discipline. They are also expected to:

- Contribute to the monitoring of the quality of teaching and student development
- Develop positive community links to enhance teaching and learning and student personal development

- Liaise with appropriate colleagues to ensure that individual needs of students are identified and met
- Promote an inclusive environment and support the development of strategies to improve attendance

Leading and Managing Staff

The post holder will promote positive and professional working relationships between all staff within the Department. They will also be expected to:

- Lead developmental activities, delegate appropriately and evaluate outcomes
- Support the implementation of the academy's Performance Management policy
- Ensure that all staff understand and follow the academy's quality assurance processes
- Ensure that standards and targets are appropriate and that accountabilities are clear
- Ensure that staff understand the academy's educational agenda and that a coordinated, comprehensive response to student need is made

Effective Deployment of Staff and Resources

The post holder will make a significant contribution to the effective deployment and development of staff to make most effective use of their skills, expertise and experience. They will also be expected to:

- Ensure that staff within the Department have a clear understanding of their roles and responsibilities
- Provide advice on establishing priorities for expenditure and the cost effective use of resources
- Ensure staff work within the academy's Quality Assurance framework

NOTES

All teaching staff will have generic responsibilities which support the development and learning of students. This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out.

Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description

This job description is current at the date shown. In consultation with you, it may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed:_____

Date:_____

PERSON SPECIFICATION

	Essential	Desirable
Education and Qualifications		
• To be educated to degree level in relevant subject	✓	
• QTS	✓	
• Evidence of further study	✓	
Experience		
• Experience of working in more than one high school		✓
• Experience of leading projects/initiatives in an academy setting	✓	
• Successful teaching experience – evidence of at least consistently “good” teaching during formal observations	✓	
• Experience of successfully leading a subject area	✓	
• Experience of leading diverse teams	✓	
Knowledge and Skills		
• Knowledge of the content, structure and processes of external qualifications, including changes to examination systems	✓	
• To be able to represent the academy on or off site and have an understanding of the importance of the academy within the community	✓	
• To be able to use initiative, and have well developed incisive analytical and problem solving skills	✓	
• To be able to monitor and evaluate procedures effectively	✓	
• Communicate effectively with students, parents and other colleagues at all levels orally and in writing	✓	
• Work under pressure	✓	
• Organise and develop effective systems	✓	
• Relate to young people	✓	
• Take initiative and work independently	✓	
• Work to high levels of accuracy	✓	
• Prioritise and plan to ensure completion of tasks	✓	
• Knowledge of impact of data in raising achievement	✓	
Other		
• Be innovative and creative in developing solutions		✓
• A record of reliability and integrity	✓	
• Excellent attendance record	✓	
• Humour, optimism and ambition	✓	
• Willingness to participate in further training and CPD	✓	
• Self-motivated	✓	
• Be hard working and emotionally resilient, able to work under pressure, able to prioritise and be flexible working to deadlines	✓	
• To be able to understand and be committed to equal opportunities for all members of the academy community	✓	

The Co-op Academies Trust, as an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf.

This post is subject to an enhanced DBS disclosure and two satisfactory references. The post-holder must be committed to safeguarding the welfare of children.