

JOB DESCRIPTION FOR

Director of Teaching and Learning - Geography

Salary: TLR2B

1. Introduction

- 1.1 Name of Post Holder:** _____
- 1.2 Post Title:** **Director of Teaching and Learning for Geography**
- 1.3 Post Purpose:** Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document [STPCD].
- 1.3.1** To raise standards of student attainment and achievement within the curriculum area and to monitor, track and provide effective intervention to support student progress. This is to include groups of learners. E.g. Disadvantaged, SEND etc.
- 1.3.2** To be accountable for student progress, attainment and development within the curriculum area. To develop and enhance the teaching practice of others. To work with the Heads of Year/Pastoral Managers to identify and support underperforming students.
- 1.3.3** To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and curricular policies.
- 1.3.4** To embrace and develop school and faculty focuses/initiatives directed by the Assistant Headteacher link and Director of Faculty. E.g. JPS 10, literacy, numeracy, assessment and dialogue, innovation of new technology.
- 1.3.5** To train and develop new staff in the subject area. Including observing colleagues, supporting the Assistant Headteachers for T&L (support program), ITT, SD, and NQT's.
- 1.4 Reporting to:** Director of Faculty
- 1.5 Responsible for:** Teaching staff and other specified personnel within the faculty.
- 1.6 Liaising with:** Headteacher/Leadership Team, other post holders, Achieve Student Support Services and relevant staff with cross-school responsibilities, relevant support staff, LEA representatives, external agencies and parents.
- 1.7 Working time:** Full time as specified with the STPCD
- 1.8 Salary/Grade:** MPS/UPS plus TLR2B
- 1.9 Disclosure Level:** Enhanced

2. Teaching

- 2.1** To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- 2.2** To be dedicated to continuous improvements in T&L

3. Operational/Strategic Planning

- 3.1** To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the faculty.
- 3.2** To be responsible for the day-to day management, control and operation of course provision, including

effective deployment of staff and physical resources.

- 3.3 To monitor actively and follow up student progress.
- 3.4 To implement school policies and procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy etc.
- 3.5 To work with colleagues to formulate aims, objectives and strategic plans for the faculty which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- 3.6 To ensure that the planning activities of the faculty reflect the needs of students within the faculty area, SIP and the aims and objectives of the school.
- 3.7 To ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission.
- 3.8 To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Faculty are in-line with national requirements and are updated where necessary, therefore liaising with the school's Health and Safety Manager.
- 3.9 To be proactive and effective in ensuring that curriculum data is accurate and reliable through effective moderation

4. Curricular Provision

- 4.1 To liaise with the Director of Faculty/Assistant Headteacher link to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan and School Evaluation.

5. Curriculum Development

- 5.1 To lead curriculum development.
- 5.2 To keep up to date with national developments in the subject area and teaching practice and methodology.
- 5.3 To monitor actively and respond to curriculum development and initiatives at national, regional and local levels.
- 5.4 To liaise with the Director of Faculty/Assistant Headteacher to maintain accreditation with the relevant examination and validating bodies.
- 5.5 To be responsible for the development of generic skills.
- 5.6 To ensure that the development of the curriculum is in line with national developments.

6. Staffing

- 6.1 To work with the Assistant Headteacher in charge of Teaching and Learning to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- 6.2 To continue own professional development as agreed with DHT/Assistant Headteacher in charge of CPD.
- 6.3 To be responsible for the efficient and effective deployment of the faculties technicians/support staff (where appropriate)
- 6.4 To undertake Performance Management Reviews and to act as reviewer for staff.
- 6.5 To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the subject liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the faculty.
- 6.6 To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- 6.7 To promote teamwork and to motivate staff to ensure effective working relations.

- 6.8 To participate in the school's ITT, SD and NQT programme.
- 6.9 To be responsible for the day-to-day management of staff within the designated curriculum and act as a positive role model.

7. Quality Assurance

- 7.1 To ensure the effective operation of quality assurance systems.
- 7.2 To establish the process of the setting of targets and to work towards their achievement.
- 7.3 To establish common standards of practice within the faculty and develop the effectiveness of teaching and learning styles in all subject areas.
- 7.4 To contribute to the school procedures for lesson observation.
- 7.5 To implement school quality procedures and to ensure adherence to those within the faculty.
- 7.6 To monitor and evaluate in line with agreed school procedures including evaluation against quality standards and performance criteria.
- 7.7 To seek/implement modification and improvement where required.
- 7.8 To ensure that the faculties quality procedures meet the requirements of Self Evaluation.
- 7.9 To participate fully in the schools' Quality Review program

8. Management Information

- 8.1 To ensure the maintenance of accurate and up-to-date information concerning the subject on the management information system.
- 8.2 To make use of analysis and evaluate performance data provided.
- 8.3 To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- 8.4 To produce reports on examination performance, including the use of value-added data.
- 8.6 To provide the Governing Body with relevant information relating to curriculum performance and development.

9. Communication and Liaison

- 9.1 To ensure that all members of the faculty are familiar with its aims and objectives.
- 9.2 To ensure effective communication/consultation as appropriate with the parents of students.
- 9.3 To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- 9.4 To represent faculties views and interests.
- 9.5 To lead the development of effective subject links with partner and primary schools and the community, promoting subjects effectively at liaison events in school, partner schools and the wider community. Sometimes these will be in addition to the weekly calendared meeting.
- 9.6 To promote actively the development of effective subject links with other subjects and faculty areas within the school.

10. Management of Resources

- 10.1 To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.

- 10.2 To work with the Director of Faculty in order to ensure that the subjects teaching commitments are effectively and efficiently timetabled and roomed.
- 10.3 To maintain a positive subject/faculty identity through maintaining effective displays and environment

11. **Pastoral System**

- 11.1 To monitor and support the overall progress and development of students within the subject.
- 11.2 To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- 11.3 To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- 11.4 To contribute to PSHCE, citizenship and enterprise according to school policy.
- 11.5 To ensure the Behaviour Management system is implemented in the subject/faculty so that effective learning can take place.

12. **School Ethos**

- 12.1 To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- 12.2 To support the school in meeting its legal requirements for worship.
- 12.3 To promote actively the school's corporate policies.
- 12.4 To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

13. **Signatures**

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Signed [Teacher]: _____

Date: _____

Signed [Headteacher]: _____

Date: _____