**Job title:** Subject Leader: Geography

**TLR:** 2b

**Reporting to:** Achievement Director: Curriculum

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| **Overall purpose of the post:**  To support the Director of Achievement in his/her key role and undertake reasonable tasks as requested.   * Ensuring consistently high levels of progress for all students * Ensuring high standards and expectation from students and staff * Ensuring the provision of high quality teaching and learning   To work with leadership at all levels to support achievement across the Academy.  **Key responsibilities:**   * To provide a lead for high quality teaching and learning within the subject. * To ensure high standards of achievement and progress for all students within the curriculum area. * To support the Achievement Director to ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme which complements the Academy’s strategic objectives. * To lead on the development and implementation of effective assessment and monitoring systems within the subject. * To lead the subject in tracking and intervention across the age and ability range. * Support the Director of Achievement, to devise and implement quality assurance systems, including regular learning observations, learning walks and work scrutiny, in line with the Academy procedure. * To play a significant role in the development and the promotion of the curriculum area. * To undertake and support subject-specific staff training and professional development within the curriculum area. * To take a leading role with the Achievement Director in the Curriculum Area Development Plan and self-evaluation processes. * To lead, monitor and ensure delivery of a Subject Improvement Plan and self-evaluation processes within the context of the Academy’s Improvement Plan and self-evaluation processes. * Support aspects of the Performance Development procedure within the Subject. * To manage the resources of the Department, including the effective deployment of staff, physical and financial resources, within the limits of the delegated budget and in accordance with the Academy’s financial procedures. * To ensure effective use and transfer of performance data at all transition points. |
| **Responsible for:**   * Leadership, support and accountability of a subject team to ensure high expectations and high standards of teaching and learning. * Ensuring the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students study in the subject, in accordance with the aims and ethos of the Academy. |

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| **Responsible for (continued):**   * To set, monitor and evaluate subject and individual student progress targets to make a measureable contribution to whole Academy targets. * To monitor and evaluate the subject in line with agreed Academy procedures, including evaluation against quality standards and performance criteria. |

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| **Key Tasks:**  **Educate**  **Teaching & Learning**   * To work with colleagues to develop innovative and engaging schemes of work, lesson plans and related learning resources that accelerate student progress. * To ensure appropriate, effective and exciting Schemes of Work are created and delivered to support the subject. * To keep up to date with national developments in the subject area and teaching practice and methodology. * To actively monitor and respond to curriculum developments and initiatives at national, regional and local levels. * To maintain accreditation with the relevant examination and validating bodies. * To ensure the effective operation of quality assurance systems and ensure adherence within the subject. * To co-operate with other subjects to ensure a sharing and effective use of resources and experiences to the benefit of the Academy and the students.   **Achievement/Progress**   * To ensure the implementation and evaluation of intervention strategies to ensure excellent student progress. * To ensure progress data of all teachers within the subject is up to date, accurate and used effectively as required. * To liaise effectively with the Exams and Assessment Team and relevant examination and awarding bodies. * To ensure transfer of performance data from feeder primary schools and other transition points to teaching staff within subject.   **Nurture**   * To support the implementation of the Behaviour Policy within the subject so that effective learning can take place. * To comply with the Academy's Child Safeguarding Procedures and to report concerns to the Designated Child Protection Officer. |

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| **Key Tasks continued:**  **Empower**  **Staff**   * To work alongside the Achievement Director of ensure staff training needs are identified and appropriate programmes are designed to meet such needs. * To support the effective and efficient deployment of classroom support. * To support the use of analysis and evaluation of performance data as part of Performance Management. * To ensure the maintenance and production of the Self Evaluation portfolio for the subject. * To ensure the production of reports within the quality assurance cycle. * To participate in and support the Academy’s ITT and Schools Direct Programme. * To support the implementation of Academy policies and procedures eg Equal Opportunities, Health & Safety etc.   **Students**   * To ensure the involvement of Student Voice in the production of Self Evaluation and the development of the subject. * To ensure that the delivery of the subject within the curriculum area delivers on the Academy’s Mission Statement to empower students.   **Partnership**   * To ensure effective communication/consultation, as appropriate, with the parents/carers of students, monitoring the overall accuracy and quality of reports to parents/carers, ensuring all deadlines are met. * To lead on the development of effective subject links with partner schools and other external partners. * To ensure the effective promotion of the subject at Open Days/Evenings, ‘Moving on’ Evenings and other events. |

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| **General Duties:**   * To carry out supervisory duties in accordance with published schedules. * To take part in appropriate meetings and events with colleagues, parents/carers, governors and external partners. * To accept personal responsibility for supporting the general ethos, atmosphere and progress of the Academy. * To act as Form Tutor and class teacher as required. * To contribute to the PHSCE programme as required. |

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| **Note:**  This Job Description provides the overall strategy and remit of the post holder. This Job Description will be reviewed annually and may be subject to amendment or notification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder’s professional responsibilities and duties. Elements of this Job Description, and changes to it, may be agreed at the request of the Principal or the incumbent of the post. The above must be viewed in conjunction with the relevant sections of the School Teachers’ Pay and Conditions of Service document which is published annually. |

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| I have read the Job Description and agree to all the terms and conditions set out therein. I also agree to comply with all Abbey Multi Academy Trust Policies, Child Protection and Health & Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the CEO/Principal/Headteacher. | |
| Name: | Signature: |
| Date: |  |