



**JOB DESCRIPTION**

<b>Job Title:</b>	Subject Leader for Geography
<b>Leadership responsibility point:</b>	TLR 2b
<b>Overall Purpose:</b>	<p>To provide a high quality educational experience for all pupils and to raise standards of pupil attainment and achievement.</p> <p>To provide subject leadership and management to secure high quality teaching and learning for all.</p> <p>To deploy effective intervention strategies for our more vulnerable groups and key learners who are underachieving.</p>
<b>Responsible to:</b>	LMT Line Manager
<b>Key Accountabilities:</b>	<ul style="list-style-type: none"> <li>• Providing a strategic vision for the department.</li> <li>• Raising standards of pupil attainment and achievement within the department and to monitor and support pupil progress.</li> <li>• Deliver a broad, balanced, relevant and inclusive curriculum through deliberate monitoring, review and evaluation.</li> <li>• Lead on curriculum design, through effective intent, implementation and impact.</li> <li>• Ensuring that appropriate schemes of work, including related assessment processes, are innovative and of a high quality and regularly reviewed in line with school policy.</li> <li>• Promoting a collegiate approach so that the staff work as an effective team building, with other leadership post holders, a leadership team within the department.</li> <li>• Monitoring teachers’ classroom practice and pupils’ work, to ensure the Schemes of Work are being followed and appropriate marking and assessment for learning is taking place.</li> <li>• Using data effectively to identify pupils under-performing and implement effective interventions.</li> <li>• Managing and deploying teaching/support staff, financial and physical resources within the department.</li> <li>• Ensuring that strong professional development takes place in the department.</li> <li>• Meeting the needs of all pupils, including the management of behaviour and its impact on learning.</li> </ul>
<b>Key Tasks</b>	<ul style="list-style-type: none"> <li>• To ensure the smooth day-to-day running of the department.</li> <li>• To keep up to date with national developments in the subject area, and teaching practice and methodology.</li> <li>• To model outstanding practice in terms of classroom teaching, preparation, marking and assessment.</li> <li>• To ensure the delivery of an appropriate, comprehensive, high quality curriculum programme.</li> <li>• To ensure that pupils are entered for appropriate examinations.</li> <li>• To identify, agree and enhance the personal and professional development and training needs of the team via the Appraisal Process.</li> <li>• To ensure that an environment conducive to learning is established in the departmental classrooms that allows for effective teaching and learning.</li> <li>• To establish practices that support colleagues in classroom and behaviour management and to act as a positive role model in their implementation.</li> </ul>

	<ul style="list-style-type: none"> <li>• To work with Special Needs staff to maximise achievement for pupils with Special Educational Needs.</li> <li>• To check that appropriate work has been set for classes when teachers are absent.</li> <li>• To ensure effective assessment processes that informs pupils and parents of progress being made, identifies next steps and any relevant interventions and contributes to an accurate picture of the progress of individual pupils, classes, subgroups and the department as a whole.</li> <li>• To monitor pupil performance data and to ensure that appropriate intervention strategies that raise overall standards are implemented.</li> <li>• To report annually to the Governors and LMT on departmental examination performance, including the progress and monitoring reports.</li> <li>• When invited, to report to the Governors' Teaching and Learning Committee.</li> <li>• To incorporate the SEF questions in the Department's Self Review process.</li> <li>• To produce, update and revise the Department Handbook and school website in the subject.</li> <li>• To manage departmental meetings and gained time to develop the skills and teamwork of the team as well as create agendas centred on teaching and learning and raising attainment and progress.</li> <li>• To construct the departmental budget plan.</li> <li>• To observe classroom practice.</li> <li>• To provide information to the designated member of the LMT team on departmental success and areas for development.</li> <li>• To have immediate responsibility for supervising the work of any ECT or trainee teacher, even if delegated within the department.</li> <li>• To be aware of the induction procedures for ECTs and liaise closely with the Induction Tutor in reviewing the work and progress of ECTs in the department.</li> <li>• To ensure the implementation of school policies within the department.</li> <li>• To ensure and maintain an effective policy on differentiation across all years and all teaching groups.</li> <li>• To organise or oversee the organisation of curriculum enrichment visits as appropriate and ensuring appropriate risk assessment completion.</li> <li>• To ensure that Health and Safety policies and practices, including risk assessments are in line with national requirements and are updated where necessary, liaising with the school's Health and Safety Officer.</li> </ul>
<p><b>Generic responsibilities:</b></p>	<ul style="list-style-type: none"> <li>• To undertake regular safeguarding training so as to safeguard and protect all pupils that you teach and meet and to have a clear understanding of the Prevent agenda.</li> <li>• Responsibilities carried by all teachers in the school comply with the School Teachers Pay and Conditions (published annually).</li> <li>• Catholic Education Service (CES) contractual obligations outline expectations regarding support for the school's ethos.</li> <li>• Expectations regarding the role for all Subject Leaders are contained within the staff handbook.</li> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.</li> </ul>

This post is subject to the current conditions of employment for Teachers contained in the School Teachers' Pay and Conditions Document and the national Teacher Standards.

This job description may be amended at any time following discussion between the Principal and member of staff, and will be reviewed annually.

St Richard's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.