

Holy Family Catholic School

Job Description: Curriculum Leader for Geography (TLR2b) to cover Maternity Leave September 2023 to August 2024

STATUS OF THE POST

This is a significant post of Department Leader within the school's structure which carries with it responsibility for delivery of Geography within KS3, KS4 and KS5. The post holder is accountable to their immediate SLT Line Manager in the first instance, and through them to the Headteacher. Developing geography mastery across the curriculum will be a key focus for the person appointed to the post of Curriculum Leader.

MAIN PURPOSE OF THE POST

In addition to those professional responsibilities common to all classroom teachers at the school, the postholder's key accountability will be for raising the standards of teaching, learning and attainment in Geography, with a vision where every child can succeed.

PROFESSIONAL RESPONSIBILITIES

The post holder will be required to exercise his/her professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below:

- The professional responsibilities common to all classroom teachers at the school
- Leading others in making an impact on the educational progress of pupils beyond those directly assigned
- Leading, developing and enhancing the teaching practice of others; promoting and creating systems and structures to develop the department to the highest level
- Delivering other School Development Plan responsibilities at strategic and operational level

Professional Responsibilities of Head of Department: detailed illustrative list.

Leading Others in Making an Impact on the Educational Progress of Pupils beyond those directly assigned

- Ensuring that Programmes of Study and Schemes of Work are produced, monitored and reviewed and that they define skills, techniques, and concepts to be developed and taught, knowledge to be acquired, teaching and learning strategies, assessment and recording methods, and resources to be deployed.
- Ensuring that appropriate attainment targets exist for all individual pupils taking the subject or working in the curriculum area; establishing appropriately high levels of expectation by setting down clear guidelines for establishing, at least, good standards of pupil achievement in both class work and homework; ensuring that appropriate internal examinations are set and marked and that accurate predicted grades and examination entry information for external examinations is given to the Examinations Secretary
- Ensuring that students experience an educational programme that is personalised to their particular needs, identified through a robust assessment system
- Monitoring progress, ensuring students are appropriately engaged in self-evaluation and self-assessment, keeping Department records, and taking appropriate action
- Providing students with information to help them make option choices. Liaising with in-school or external support agencies as appropriate. Liaising with other

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subject or curriculum area leaders to ensure curriculum continuity and progression as appropriate

- Monitoring, intervening where appropriate, and guiding students with learning or behavioural difficulties in the subject, in liaison with pastoral and other staff as appropriate
- Ensuring that there is a vibrant programme of extra-curricular and enrichment activities.

Leading, Developing and Enhancing the Teaching Practice of Others; Promoting and Creating Systems and Structures to Develop the Department to the Highest Level

- Leading the Department with the support of the departmental staff
- To deploy staff effectively within the department area including support staff as appropriate; to assist the Headteacher with the appointment of staff as appropriate
- Monitoring the quality of teaching and learning including through direct observation and sharing judgments with teaching and support staff as appropriate; undertaking regular department self-evaluation and review; intervening and developing and implementing support strategies where teaching is lacking or needs development
- Identifying key professional development needs
- Ensuring that these are addressed through the provision of high quality coaching and mentoring
- Developing the professional experience of members of the department by reasonable delegation
- To be professionally accountable for the work of colleagues working in the subject or curriculum area, and acting as their Performance Management team leader and Line Manager
- To be responsible for the induction of new staff and to ensure appropriate provision and oversight of the activities of parents and others working in a voluntary capacity
- To keep up to date with curriculum developments nationally and locally in the faculty area and ensure that colleagues within the Department are kept informed
- Ensuring Department meetings take place with clear agendas and minutes which are circulated to all relevant staff including the relevant Line Manager
- To keep up to date the Departmental Handbook ensuring that all relevant staff have access to a copy

Operational Level

- Contributing to school self-review and to the relevant sections of the school Self Evaluation Form
- To contribute to whole-school development planning through the Heads of Department meetings and internal training programme.
- To be responsible for leading the development of the subject or curriculum area through collaborative development of clear strategic direction, focused in the Department Development Plan, and set in the context of the overall School Development Plan; establishing and making explicit Department aims and objectives
- To be responsible for evaluating collaboratively the previous year's work, according to agreed deadlines

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- To be responsible for managing all aspects of the subject or curriculum area and for the delivery of Department objectives, including management of rooms and resources to create a safe and cared for environment, and of effective display
- To be responsible for the learning and resources budget allocated to the Department

Any other duties, including 'on-call' duties, that might reasonably be expected of a Head of Department, as befits a senior position within

Other duties and responsibilities the Headteacher may reasonably direct from time to time.

- Carrying out a teaching commitment within the general framework of the school timetable based essentially, but not exclusively, within the curriculum area (department).
- Attending all appropriate meetings with colleagues and parents.

In addition, every member of staff will contribute to the work of the school as a whole by :-

- Supporting the Mission Statement and the Roman Catholic Ethos of the School.
- Assisting in the overall supervision within the school and the maintenance of a happy, well-ordered environment.
- Welcoming parental and community involvement in the life and work of the School.
- Most teachers will be asked to be a Tutor of an assigned tutor group and to carry out related duties in accordance with the general job description of Form Tutor.

Postholder's Signature_____ Date_____

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Person Specification – Curriculum Leader for Geography

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • First Degree in relevant subject 	<ul style="list-style-type: none"> • Evidence of further study at Master's level or above
Experience	<ul style="list-style-type: none"> • Experience of delivering Geography across all key stages • Proven track record of success in improving outcomes in geography • Evidence of initiative and introduction of new ideas 	<ul style="list-style-type: none"> • Experience of working in a London School
Skills	<ul style="list-style-type: none"> • Excellent classroom practitioner • Inspirational leader • Experience of line-managing others • Proficient with ICT • Good administrative skills including the ability to work under pressure and meet deadlines • Able to engage young people 	<ul style="list-style-type: none"> • Intrigued and excited by new technologies
Personal Qualities	<ul style="list-style-type: none"> • Good communicator • Unrelentingly, optimistic and enthusiastic • Determined and organised • Team player • Patient • Resilient • Keen to learn and develop • Sense of humour 	<ul style="list-style-type: none"> • Innovative • Ambitious and keen to develop career
Other	<ul style="list-style-type: none"> • Passionate about maximising young people's life chances • Committed to his/her own professional development • Supportive of the Catholic Ethos of a Catholic Community • Up to date knowledge of good practice in relation to the safeguarding of children • Willingness to contribute to study support interventions and extra-curricular activities • High professional standards in dress, attendance and punctuality 	