



CURRICULUM TEAM LEADER: GEOGRAPHY – JOB DESCRIPTION

POST TITLE	Curriculum Team Leader: Geography
CORE PURPOSE	<p>To raise standards of student attainment and achievement within the Geography curriculum team and to monitor and support student progress.</p> <p>To be accountable for student progress and development within the Geography curriculum team.</p> <p>To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum team, in accordance with the aims of the School.</p> <p>To be accountable for leading, managing and developing the Geography curriculum team.</p> <p>To effectively manage and deploy teaching/support staff, financial and physical resources within the curriculum team to support the designated curriculum portfolio.</p> <p>To share responsibility with the Curriculum Team Leader for History for the delivery of the Morals and Ethics curriculum.</p>
RESPONSIBLE TO	Senior Leadership Team
RESPONSIBILITY FOR	Subject teachers, Teaching Assistant
LIASING WITH	Head/Leadership Team, other Section Heads, Student Support Services and relevant staff with cross-school responsibilities, teaching/support staff, LA representatives, external agencies and parents.
WORKING TIME	195 days per year. Full time.
SALARY/GRADE	TMS/UPS +TLR 2b

MAIN (CORE) DUTIES:

Operational/Strategic Planning:

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the curriculum team. This will include exploring the use of curriculum opportunities to engage and raise aspirations of all students.
- The day-to-day management, control and operation of course provision within the curriculum team, including effective training and deployment of staff and physical resources.
- To actively monitor and evaluate student progress, ensuring that appropriate intervention strategies are being deployed and the impact monitored.
- To implement school policies, for example Equal Opportunities, Health and Safety etc.
- To work with colleagues and formulate aims, objectives and strategic plans for the curriculum team, which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- To ensure that Health and Safety policies and practices, including risk assessments, throughout the curriculum team are in line with national requirements and are updated where necessary, therefore, liaising with the School's Health and Safety Manager.

Curriculum Provision:

- To liaise with the Leadership Team to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme that complements the School Improvement Plan/School Evaluation.
- To be accountable for the development and delivery of the programme/subject areas within the curriculum team.

Curriculum Development:

- To lead curriculum development within the curriculum team.
- To keep up to date with national developments in the subject areas within the curriculum team.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Leadership Team to maintain accreditation with relevant examination and validating bodies.
- To ensure that the development of the programme/subject areas within the curriculum team is in line with national development.

Staffing**Staff Development:**

- To work with the Leadership Team to ensure that staff development needs are identified and appropriate programmes are designed to meet such needs.
- To monitor the impact of learning and teaching within Geography and provide exceptional feedback to all teachers.

Recruitment/Deployment of staff:

- To act as reviewer for staff within the curriculum team.
- To make appropriate arrangements for classes when staff are absent, liaising with the relevant staff to secure appropriate cover within the curriculum team.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school's ITT and SCITT programmes.
- To support teachers across the curriculum team to develop their expertise in planning, preparation and assessment.

Quality Assurance:

- To complete rigorous monitoring and evaluation activities.
- To undertake robust, supportive and challenging Performance Development for teachers.
- To establish the process of self-evaluation and target setting within the curriculum team and to work towards their achievement.
- To establish common standards of practice and develop the effectiveness of teaching and learning styles in all relevant courses within the curriculum team.
- To contribute to the school procedures for lesson observation.
- To implement school quality procedures and to ensure adherence to those within the curriculum team.
- To monitor and evaluate the curriculum team in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To ensure that the curriculum team's quality procedures meet the requirements of Self-Evaluation and the School Development Plan.

Management information:

- To ensure the maintenance of accurate and up-to-date information concerning the curriculum team.
- To make use of analysis and evaluation of performance data provided.
- To identify and take appropriate action of issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the curriculum team.
- To produce reports on examination performance, including the use of value added and progress data.
- To manage the curriculum team's collection of data, in conjunction with the relevant Leadership Team member.
- To provide the Governing Body with relevant information relating to performance and development.

Communication:

- To ensure that all staff within the curriculum team area are familiar with its aims and objectives as well as the improvement plan.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- To represent the curriculum team's views and interests.

Marketing and Liaison:

- To contribute to school liaison and marketing activities, i.e. the collection of material for press releases.
- To lead the development of effective Curriculum team links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of the programme/subject areas within the Curriculum team at Open Days/Evenings and other events in partner schools and the wider community.
- To actively promote the development of effective curriculum team links with external agencies.

Management of resources:

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the curriculum team's budget; acting as a budget holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records.
- To work with the Leadership Team in order to ensure that the curriculum team's teaching commitments are effectively and efficiently timetabled and roomed.

Pastoral system:

- To monitor and support the overall progress and development of students within the curriculum team.
- To help monitor student's attendance together with the 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.
- To contribute to PSHE, Citizenship and Enterprise according to the school policy.
- To ensure that Behaviour Management procedures within the school & curriculum team are implemented so that effective learning can take place.

Teaching:

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To model excellence in learning and teaching.
- To provide opportunities for the sharing of good practice, such as peer coaching.
- Be committed to the use of new technologies to improve teaching and learning.

Additional duties:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

Other specific duties:

- To continue personal development as agreed.
- To actively engage in the Performance Development process.
- To undertake any other duty as specified by the Headteacher not mentioned in the above.
- To comply with the school's Health and Safety Policy and undertake Risk Assessments as appropriate.
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.

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

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

Employees are expected to be courteous and provide a welcoming environment to visitors and telephone callers.

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

PERSON SPECIFICATION – Curriculum Team Leader, Geography

EXPERIENCE

ESSENTIAL	DESIRABLE
Degree or equivalent qualification	Previous experience of a leadership role in school
Qualified teacher status	
Proven record of raising standards and pupil achievement	
Proven record of outstanding classroom practice	
Clear understanding of leadership and management in a secondary comprehensive school	
Knowledge and understanding of school self-evaluation	
Experience of using modern technologies to engage and motivate young people	
A record of improving the classroom practice of other colleagues.	

SKILLS

ESSENTIAL	DESIRABLE
Excellent oral and written communication skills	Experience of successfully leading improvement and implementing change.
Ability to establish a positive presence in the school	
Ability to prioritise, plan and organise themselves as well as others	
Track record of setting and achieving ambitious, challenging goals and targets	
Ability to lead and work in successful teams with a clear strategic vision	
Ability to inspire, challenge, motivate and empower others to carry the vision of the school and faculty forward	
To be pupil focused in all regards	
To develop positive and mutually supportive working relationships with all colleagues	
To promote Geography through the full range of extra-curricular opportunities and community events	

To build positive relationships with parents	
To use the potential of creativity and expressiveness to enhance the quality of teaching across the school	
To be able to model and demonstrate the very best pedagogical practice	

PERSONAL ATTRIBUTES

ESSENTIAL	DESIRABLE
A genuine reflective practitioner	Aspire to a senior leadership role in a school /potential for future promotion
Belief in the responsibility of a school to include pupils with a diverse range of educational needs	Good networker with outside partners
Ability to demonstrate sound judgement and make considered decisions	
Able to respond positively to pressure	
Well-developed sense of proportion and humour	
To be solution, not problem focused	
To be a 'team player'	
Is highly credible and can model excellent leadership behaviours	

ADDITIONAL FACTOR

Display an awareness, understanding and commitment to the protection and safeguarding of children and young people.	
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March 2019