

OAKWOOD PARK GRAMMAR SCHOOL

Job Description - Subject Leader for Geography

Responsible for: Leadership and management of the Geography department
Responsible to: Deputy Headteacher
Salary Grade: TLR 2c

Responsibilities:

- To liaise with the assigned member of the Senior Leadership Team.
- To monitor the quality of teaching and learning across the Department with a focus on ensuring high levels of pupil engagement and excellent outcomes at GCSE and A level.
- To take appropriate action in order to build and maintain effective teamwork within the curriculum area especially through the establishment of good communication systems, the encouragement of the sharing of good practice and innovative use of meeting and training times.
- Be a positive, professional role model. Lead by example through the teaching of high quality lessons, across the 11-18 age range.
- Develop teaching and learning strategies to promote student-led learning and develop independent, resilient and confident Geography students.
- To ensure that knowledge of developments in the Geography curriculum and current understanding of how students learn most effectively is personally maintained and disseminated to other teachers.
- To ensure the effective day-to-day management of the curriculum, including deployment of staff and resources and making appropriate arrangements for classes in the event of staff absences, for effective continuation of students' learning.
- To lead the development and implementation of appropriate syllabuses, schemes of work and resources, to ensure the provision of a broad, balanced, relevant and differentiated Geography curriculum with clear intent.
- Analyse student performance data and complete department dashboards.
- In response to performance data, put intervention strategies in place across the Department to support students in fulfilling their potential.
- To promote and monitor within the department, school policies related to issues of literacy, numeracy and the use of ICT; homework; lesson planning; record keeping and matters of health and safety, including the maintenance of attractive teaching environments.
- To ensure that teachers are aware of the needs of all students and groups and to make provision for this in their planning.
- To ensure opportunities are explored to develop students' awareness and understanding of the importance of learning a modern foreign language.
- To oversee the Geography department's contribution to the school Enrichment Programme.
- To support the Senior Leadership Team by playing a full part in the life of the school community, supporting the school aims, ethos, policies, procedures and routines.

- To participate in the selection process for departmental appointments and ensure effective induction of new staff in accordance with school procedures.
- To manage the Geography department budget.
- Be able to identify his/her own personal and professional development needs and be able to set and achieve his/her own professional objectives within a supportive school environment.

Each individual task may not have been identified and outlined within the main duties and responsibilities above. It would be expected that a Subject Leader would carry out any reasonable request made to undertake work of a similar level that is not specified in this job description.

The job description will be reviewed annually.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to a satisfactory Enhanced Disclosure Barring Service (DBS) disclosure.