

## **Education South West: Teign School**

### **Job Description**

#### Leader of Department, Geography

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<b>Grade</b>	Main/Upper Pay Scale plus Teaching & Learning Responsibility TLR 2 (b)
<b>Responsible to</b>	Headteacher
<b>Responsible for</b>	Teaching Staff
<b>Hours of work</b>	As outlined in the current School Teachers' Pay and Conditions Document

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#### **Main Purpose of the Post**

In addition to those professional responsibilities which are common to all classroom teachers in the School, and which are outlined in the job description for teachers, the postholder will:

- lead, develop and hold accountable the Department in pursuit of raising standards in the curriculum area
- ensure students feel safe and valued and that the Department makes a significant and sustained contribution to the progress and attainment of every student.
- liaise with other Department Leaders in order to develop literacy and numeracy standards across the curriculum
- ensure that the environment across the curriculum area is safe, stimulating and relevant
- to generate and make a significant contribution to the debate about learning within the curriculum area and at whole Trust level through membership of policy decision making forums

To carry out the duties of a teacher as detailed in the School Teachers' Pay and Conditions Document.

#### **Duties and Responsibilities**

The postholder will be required to exercise his/her professional skills and judgement to carry out the professional duties set out below:

### **Making an impact on the educational progress of students beyond those directly assigned**

- Ensuring that School attainment targets are used productively in order to monitor the progression of individual students
- Provide a quality assurance role for the regular progress checks and use the data analysis from these to inform future developments
- Instigating appropriate action when students are judged to be failing to meet expected standards
- Ensuring that students experience an educational programme that is personalised to their particular needs as identified through a robust monitoring system
- Leading regular self-evaluation and internal review of the curriculum area
- Ensuring smooth transition from primary school for Year 7 students implementing appropriate intervention strategies for those students who have failed to meet national expectations
- Overseeing the programme for ECTS and ITT students within the team
- Undertake any other reasonable duties appropriate to the grading of the post as required by the Headteacher

### **Leading, developing and enhancing the teaching practice of others**

- Supporting, encouraging and monitoring Department team members in their professional development providing regular feedback to team members in a way which recognises good practice, supports their progress against performance management objectives and impacts positively on learning

### **Curriculum team specific areas of responsibility**

- Leading and managing the learning of all students, ensuring appropriate curriculum provision and monitoring classroom practice
- Monitoring the work of postholders within the Department to ensure continuity and progression across all Key Stages

### **School Improvement Plan Responsibilities**

- Produce an action plan that is linked to developments in pedagogy of team's subject area(s) and the School Improvement Plan
- Evaluate the action plan on a regular basis with SLT support

### **Budget Accountability**

The postholder will be accountable for:

- Curriculum Department budget
- The asset inventory

## Expectations

To carry out the duties and responsibilities of the post with due regard to the public sector duties to promote equality

- To work at all times within the code of requirements of the Health and Safety at Work Act
- To undertake other duties appropriate to the grading of the post as required
- To work at all times within the Safeguarding Policy

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*This job description should be reviewed annually and may be subject to amendment in consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the postholder's professional responsibilities and duties.*

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**Signed**

Headteacher

**Date**

**Signed**

Postholder

**Date**



# Teign School

## Person Specification Leader of Department – Geography

Essential	Desirable	Evidence Base
<b>Qualifications</b>		
Degree and Qualified Teacher Status	Essential	Application Form / Certificates
Successful experience of teaching subject in a previous school.	Essential	Application Form / Certificates
<b>Professional Experience and Knowledge</b>		
Successful teaching and curriculum experience	Essential	Application Form
Ability and experience to deliver GCSE and A Level examination work	Essential	Application Form
Ability to modify and/or create new schemes of work for all Key Stages	Essential	Application Form
Ability to communicate effectively with students, parents and colleagues	Essential	Application Form / Interview
Ability to use assessment for learning and data to improve student performance.	Essential	Application Form / Interview
Competent user of ICT who is willing to assist department with new software/ideas.	Essential	Application Form / Interview
Inspirational practitioner with a passion for using a range of teaching and learning strategies to enthuse and engage students across the full ability range	Essential	Application Form / Interview
Excellent understanding of the curriculum and current developments in teaching and learning, and national strategies	Essential	Application Form / Interview
Positive attitude towards your own and others professional development and learning.	Essential	Application Form
Able and willing to make a full contribution to the life of the department and the wider school community.	Essential	Application Form

<b>Personal Qualities</b>		
Ability to lead support, challenge and manage staff within the department.	Essential	Application Form / Interview
Keen to accept responsibility and lead whole department development	Essential	Application Form / Interview
A positive attitude towards professional development and their own learning	Essential	Application Form / Interview
Adaptable, flexible.	Essential	Application Form / Interview
Able to take responsibility and show initiative.	Essential	Application Form / Interview
Enthusiastic and inspiring.	Essential	Application Form / Interview
Able to command respect.	Essential	Application Form / Interview
Excellent team member, able to work both independently and collaboratively with others.	Essential	Application Form / Interview
Able and willing to make a full contribution to the life of the school	Essential	Application Form / Interview