



Brighter Futures Learning Partnership Trust

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Job Description

JOB TITLE: Curriculum Leader of Geography, based at Hungerhill School, for Brighter Futures Learning Partnership Trust

BAND: MPS/UPS Plus TLR 2B

RESPONSIBLE TO: Director of Humanities

The Curriculum Leader of Geography is responsible for

- Working with the Director of Humanities to ensure the delivery of the curriculum to the highest possible standard.
- The planning and delivery of exciting and innovative lessons across all ages and abilities.
- Supporting the stated aims of the school as given in the Staff Handbook and School Development Plan.
- Leading and delivering high-quality professional development and CPD within the department, supporting staff to continually improve teaching and learning.
- Implementing robust quality assurance processes, including monitoring, evaluation and feedback, to ensure consistently high standards of teaching across the department.
- Operating within all school policies.
- Carrying out a share of school duties and extracurricular activities.

Planning, Teaching and Class Management

- To prepare lessons, thoroughly utilising long and medium-term plans.
- To maintain accurate and up-to-date lesson plans, including homework set.
- To ensure all lessons achieve progression in students' learning, identifying clear targets, setting appropriate tasks and making the best use of time available.
- To plan, coordinate and deliver high-quality fieldwork opportunities at Key Stage 3 and Key Stage 4, ensuring progression in geographical skills and enquiry.
- To ensure the geography curriculum and schemes of learning remain current and relevant by incorporating contemporary global issues and up-to-date case studies drawn from current affairs.
- To be familiar with the SEN Code of Practice and respond to the needs of pupils of all abilities.
- To make an effective contribution to the development of key skills within the context of the appropriate specialist subject, including literacy, numeracy and ICT.
- To set high expectations for pupils' behaviour and to establish and maintain good standards of discipline.

Monitoring, Assessment, Recording and Reporting

- To assess students' progress in a systematic way, marking work thoroughly, promptly and accurately in line with the school's marking policy.
- To use the results of assessments to set targets for pupils to improve further.
- To keep accurate and up-to-date records of student progress and achievement.
- To report student progress to parents according to statutory and school requirements.

Other Professional Requirements

- To implement all school and department policies.
- To ensure that the school's Child Protection and Safeguarding policies and procedures are promoted within the school and adhered to by all members of staff
- To be an effective form tutor (if required) To include:
 - Providing pastoral support for pupils in the tutor group
 - Monitoring the general academic progress of students through effective academic tutorials
 - Delivering the appropriate programme of PSHE tutorial work
 - Monitoring students' attendance and ensuring effective liaison with parents takes place.
- To work with your appropriate line manager in participating in the school's appraisal system, including setting targets for professional development.
- To attend all necessary meetings within the total directed time contained in the current 'School Teachers' Pay and Conditions Document'.
- To foster effective working relationships with professional colleagues.
- To undertake supervision duties as required before and after school and at break-times within the total directed time contained in the current 'School Teachers' Pay and Conditions Document'.
- To perform all administrative duties as may be reasonably required to fulfil the responsibilities outlined above.
- To set a good example to students through appropriate professional conduct and presentation.

Specific Duties and Responsibilities

- Establish and ensure high standards of learning and teaching in the curriculum area.
- Establish and implement clear long term, medium term and short-term schemes of learning.
- Have oversight into the use of resources in the curriculum area, to ensure their most effective use for raising the level of achievement for all students.
- Implement all quality assurance procedures outlined in the handbook, including undertaking lesson observations, learning walks, work sampling and student voice activities.
- Produce an annual department DDP.
- Assist the Director of Humanities in addressing the professional development needs of teachers of the subject.
- Set clear annual and long-term targets for improving pupil performance in the curriculum area, taking the necessary action to achieve these targets.
- Produce long-term and annual plans for the development and resourcing of the department to ensure raising the level of achievement for all pupils.
- Monitor and evaluate pupil performance in the curriculum area.
- Act as line manager for members of the department, monitoring, supporting and motivating other teachers of the subject, helping them to set targets for professional development and improvement as outlined in the schools' performance management policy.
- Convene and attend all necessary meetings.
- Liaise with parents to ensure good knowledge of curriculum content, awareness of where to find support and advance knowledge of when sensitive issues are covered.
- Liaise with parents over all matters concerning pupil performance in the curriculum area.
- Liaise and collaborate with other team leaders within the school to ensure the effective delivery of the curriculum.
- Have an oversight for Health and Safety in the Department.

Essential Requirements

- A degree in Geography or a related subject.
- A qualified teacher status.
- Excellent subject knowledge across key stage 3 & 4.
- Current best practice knowledge of special educational needs especially those within a mainstream school setting.
- Ability to create exciting and innovative teaching and learning resources and lessons.
- Ability to maximise student outcomes immaterial of student ability.
- Excellent communication skills with students, parents and staff.
- Ability to review and implement effective programmes of study in line with the examination specification requirements.
- Keep abreast of relevant curricular and educational developments.
- Monitoring of student progress.
- Ability to contribute to the development of teaching and learning materials across the school.
- Willingness to reflect on teaching and to be open to learning new ideas and techniques.
- Commitment to regular and high-quality assessment and feedback.
- Maintains an up-to-date knowledge of key current affairs relevant to the subject.
- Must be enthusiastic and able to motivate and inspire students.
- Excellent ICT skills.
- Manage student learning through effective teaching in accordance with department schemes of learning, school and department policies.
- Ensure continuity, progression and cohesiveness in all teaching.
- Use a variety of methods and approaches which differentiate and stimulate to match curricular objectives and the range of student needs and ensure equal opportunity for all students.
- Set and mark regularly, (in accordance with the school's assessment and marking policy), to consolidate and extend learning and to encourage students to take responsibility for their own learning.
- Work effectively as a member of the department to improve the quality of teaching and learning.
- Set high expectations for all students, to deepen their knowledge and understanding and to maximise their achievement.
- Ability to work in an enthusiastic manner bringing new ideas and suggestions.
- Use positive management of behaviour in an environment of mutual respect that allows students to feel safe and secure and promotes their self-esteem.
- Support individual students and groups of students through attendance of such events as major extracurricular events.

Monitoring, Assessment, Recording, Reporting, and Accountability

- Be immediately responsible for the processes of identification, assessment, recording and reporting for the students in their charge.
- Assess students' work frequently in line with departmental and school policy and use the results to inform future planning, teaching and curricular development.
- Be familiar with school assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents.
- Monitor unexplained absences or patterns of absence, which should be reported immediately to the pastoral department.

Subject Knowledge & Understanding

- Essential to keep up to date with research and developments in pedagogy.
- Have very good standards of English and understand the importance of using standard English as part of their instruction.
- Maintains an up-to-date knowledge of key current affairs relevant to the subject
- Demonstrates strong subject knowledge, including expertise in planning, delivering and evaluating fieldwork across Key Stages.

Professional Standards & Development

- Be a role model to students through personal presentation, dress and professional conduct.
- Arrive in class, on or before the start of the lesson, and to begin and end lessons on time.
- Cover for absent colleagues as required and to assist with examination invigilation as requested.
- Co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work.
- Be familiar with the school handbook and support all the school's policies.
- Establish effective working relationships with professional colleagues and associate staff.
- Strive for personal and professional development through active involvement in the school's appraisal system and performance management procedures.
- Liaise effectively with parents and with other agencies with responsibility for students' education and welfare.
- Liaise effectively with parents and with other agencies with responsibility for students' education and welfare.
- Undertake any reasonable task as directed by the Headteacher or members of the Senior Leadership Team.
- Be familiar with and implement the relevant requirements of the current SEND Code of Practice.
- To be familiar with Education Health Care Plans.
- To consider the needs of all students within lessons (and to implement specialist advice) especially those who: have SEND; are gifted and talented; are not yet fluent in English.

Other

- An educational philosophy that values equal opportunities and the importance of the individual.
- A willingness to be self-evaluative and a desire for self-improvement.
- A positive approach and the belief that all young people can achieve, despite their ability.
- Flexibility.
- A desire to be a highly effective educationalist who is prepared to invest in themselves.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties

Person Specification

JOB TITLE: Curriculum Leader of Geography

BAND: MPS/UPS Plus TLR 2B

RESPONSIBLE TO: The Director of Geography

Education	Essential	Desirable
<ul style="list-style-type: none"> ➤ A degree in Geography or a related subject ➤ A qualified teacher 	<ul style="list-style-type: none"> ✓ ✓ 	
Knowledge and Skills		
<ul style="list-style-type: none"> ➤ Excellent subject knowledge of Geography ➤ Excellent communication skills, written and verbal ➤ Good knowledge of special educational needs especially those within a mainstream school setting ➤ Enthusiastic and able to motivate and inspire students ➤ Excellent ICT skills ➤ Proven knowledge and skills in leading, managing and developing a team to improve teaching and learning 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓
Other		
<ul style="list-style-type: none"> ➤ A passionate commitment to develop the best in young people ➤ Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work ➤ Self-motivation and drive to complete tasks to the required timescales and quality standards ➤ Flexibility to adapt to changing workload demands ➤ Personal commitment to the school's professional standards and code of conduct ➤ A commitment to further training and a willingness to participate in relevant CPD ➤ Willingness to be engaged in partnership and community activities ➤ Commitment to the aims and ethos of the school ➤ A positive approach to challenges, ability to seek solutions to problems and address difficulties with cheerfulness and good humour 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	
Safeguarding		
<ul style="list-style-type: none"> ➤ Commitment to the safeguarding and welfare of children. 	<ul style="list-style-type: none"> ✓ 	

How to Apply

Thank you for considering joining our trust. If you feel you are the person we are looking for, please complete an application form through <https://mynewterm.com> (CVs will not be accepted for this post).

Good luck with your application

