



SUBJECT LEADER

RESPONSIBLE TO CURRICULUM LEADER

Purpose

- a. Contribute to “achievement for all” by being a champion for the 5 school aims
- b. To raise standards of student attainment and achievement within the subject area and to monitor and support student progress
- c. To be professionally accountable for student progress and development within the subject area
- d. To develop and enhance the teaching practice of colleagues within the subject team

Core Common Duties & Responsibilities

- To be aware of curriculum developments in the subject area, taking responsibility for the planning and delivery of the subject across all three Key Stages;
- To support the Curriculum Leader in the self - evaluation of the subject area in line with whole school self – evaluation procedures;
- To be responsible for the preparation and revision of all schemes of work including the choice of examination boards and syllabi for external examinations. To provide information regarding entries of candidates for external examinations;
- To be a lead teacher within the subject across the full age and ability range, reacting positively to strategies and trends within the subject and delivering training when deemed necessary by the Curriculum Leader. To advise and review the teaching methods and techniques to be used within the department;
- To support the Curriculum Leader in ensuring that: subject programmes of study take account of approved national frameworks; subject resources are effectively and efficiently managed and teachers working in the subject are complying with whole school assessment, recording and reporting procedures;
- To work with the Curriculum Leader to use student performance data effectively to promote the setting of individual and class targets that engage with students by addressing their individual needs;
- To be actively involved in the professional development of teaching / support staff. To advise the Curriculum Leader of INSET requirements for the department;
- To be prepared to assume the role as Curriculum Leader in the absence of the current post holder.

Subject Specific Duties & Responsibilities

These responsibilities are in addition to those of a standard scale teacher

- To be responsible for the management of the geography department budget and allocation of resources.
- To monitor and support staff in the geography department, supervise student teachers and non- specialist staff.
- To be responsible for leading the Teacher Appraisal process across the geography department.
- To monitor, analyse and review all assessment data and provide intervention strategies to support student achievement.

- To ensure that internal KS3, KS4 and KS5 geography examinations are set, marked consistently and results collated and analysed.