**Dene Community School**

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| Post Title: **Subject Leader – Geography** |
| Post Statement:• to raise standards of attainment and achievement in a subject across all key stages.• to be responsible for the vision, leadership and development of the subject area. |
| Salary Scale: TLR 2b | Responsible to: SLT Link Member |
| **Specific responsibilities for this post**• to develop a positive climate for learning which promotes success for all;• to actively monitor and support student learning and progress in the subject;• to produce regular reports on the progress of the subject tracked against prior attainment and targets;• to identify underachieving students in the subject in liaison with colleagues and ensure an appropriate subject support programme is put in place;• to co-ordinate and deliver Intervention Strategies to support student attainment and achievement;• to ensure high quality teaching and learning in the subject;• to work to the National Standards for Subject Leaders;• to monitor, review and evaluate all aspects of the subject recording outcomes on the subject self- evaluation form, recording key areas for development on the subject action plan and ensuring progress towards targets;• to lead curriculum development, teaching and learning in the department and evaluate and review their progress;• to actively monitor and respond to curriculum development initiatives across the school, and at national, regional and local levels;• to ensure that there are up to date schemes of work and department manuals with the assistance of the subject team;• to oversee assessment arrangements and preparations for examinations in the subject area liaising, where necessary, with the Examinations Leader and ensuring the Officer has accurate information;• to lead and direct the subject team, deploying all staff and resources appropriately, monitoring and reviewing the work of the staff in the subject team and furthering the professional development of all staff;• o promote teamwork and motivate staff to ensure effective working relations;• to lead subject meetings and record action points;* to support staff within the subject team to set annual targets in accordance with school policy and to complete the performance management process;
* to ensure staff within the subject team have appropriate professional development, to organise CPD opportunities where appropriate and to liaise fully with consultants and advisers;
* to liaise with the Leadership Team on timetable and accommodation issues;
* to take responsibility for student behaviour within the subject area;
* to support subject area staff in curriculum and pastoral matters;
* to oversee the fabric and displays in teaching areas and ensure good resource provision;
* to promote activities which stimulate an interest in the subject area;
* to liaise with feeder primary schools and outside agencies, including examination boards, as necessary;
* to promote the subject area through school publications and events;
* to ensure appropriate cover arrangements for absent colleagues.

See also: **Generic Post Description- Teaching Staff (including TLR)** |