



Rushcliffe School



Giving everyone the chance to shine brightly

Job Description

Post:	Head Geography & Global Learning Co-ordinator
TLR:	1c
Responsible to:	Head of Humanities Faculty

Safeguarding:

Rushcliffe School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

Responsibilities

- To lead strategies which maximise achievement of all pupils in Geography.
- To keep the Head of Faculty fully informed on all aspects of developments in the teaching of Geography.
- To quality assure provision.
- To be responsible for the implementation and development of the Geography curriculum and lead the development of schemes of work. .
- To co-ordinate the preparation and development of all resources and teaching material required by the department, including worksheets, supporting material, extension material, tests, homework task and projects.
- To liaise with the Head of Faculty regarding the delivery of curriculum initiatives in Geography.
- To liaise with teaching staff to keep them informed of all curriculum developments and to advise on schemes of works and teaching methods.

- To ensure that the curriculum in the department is implemented in accordance with the requirements of the National Curriculum and of the agreed faculty policy.
- In conjunction with other heads of subjects, to work to the budgets determined by the head of faculty to resource the courses and equip the teaching rooms.
- To be responsible for the maintaining a system of stock and equipment control within the department and for ensuring that Health and Safety and COSHH regulations are observed.
- To act as Health and Safety co-ordinator for the department.
- To be responsible for ensuring that all teaching rooms are correctly managed and maintained.
- To be responsible for the general appearance of the subject's facilities, the displays and the displays and the display of pupil's work.
- To manage assessment recording and reporting for the subject, in conjunction with KS3 & 4 co-ordinators and the Head of Faculty.
- To check departmental reports to parents, in association with the Head of Faculty.
- To have responsibility for the management of pupils when in the department.
- To develop and embed the global learning across the curriculum and through enrichment opportunities
- To work alongside other responsibility holders in gaining recognition of global learning for the school
- To under take other reasonable duties with regard to the education of years 7 to 13 as required by the Head of Faculty and the Headteacher.

Signed _____

Date _____

Person Specification

<p>Relevant Experience</p>	<ul style="list-style-type: none"> ▪ Successful experience of teaching Geography to KS3, KS4 and AS/A2. ▪ Successful experience of curriculum development; team leadership and development planning. ▪ Successful experience of delivering INSET to staff and supporting the development of others. ▪ Experience in using ICT to support pupils' learning. ▪ Evidence of continued professional development.
<p>Qualities</p>	<ul style="list-style-type: none"> ▪ Proven leadership experience. ▪ High level organisational skills. ▪ An ability to enthuse, inspire, to get the best out of pupils and staff. ▪ A vision of Geography as a vibrant and successful curriculum area. ▪ An ability to work under pressure. ▪ High level communication skills. ▪ An ability to initiate, promote and monitor change. ▪ High level administration abilities. ▪ Determination and energy.
<p>Specialist Skills and Knowledge</p>	<ul style="list-style-type: none"> ▪ Ability to bring new perspectives to the development of Geography in the school. ▪ Know how Geography can be differentiated to support success for all. ▪ Know how to plan for progression and how assessment can support pupils in achieving the highest possible levels / grades. ▪ Know how efficient KS2 / KS3 progression can be facilitated. ▪ Competence in the areas identified in National Professional Qualification of Subject Leadership. ▪ Know how to delegate effectively. ▪ Know how literacy across the curriculum can be facilitated.
<p>Additional factor</p>	<ul style="list-style-type: none"> ▪ Be committed to equal opportunities. ▪ Be willing to lead extra-curricular activities ▪ Have the potential for professional development and future promotion.