****

*Our Vision:*

 *To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.*

**Shirley High School**

**Performing Arts College**

***“Striving for Excellence”***

**Job Description:**

Post: 2nd in Charge – Geography

Line Manager: HOD Geography

**Areas of responsibility and guidance:**

* To support HOD in the teaching of Geography throughout the school at all phases;
* To deputise in the absence of the Head of Department;
* To work with department and school leadership to support high-quality teaching and learning and the implementation of the Geography curriculum;
* SUBJECT RELEVANT TARGET – E.G NUMERACY / LITERACY;
* To support in the monitoring and evaluation of teaching within the department;
* To promote the ethos of inclusion and challenge within the vision and mission statement of the academy;
* To maintain the standards, expectations and policies of the school at all times;
* To support the development of staff within the department;
* To contribute to the Department Improvement Plan;
* To ensure that the environment for learning within the department is in line with the school expectations;
* To support the pastoral life of the school including behaviour within the department and the role of a form tutor;
* To support and encourage school and extracurricular opportunities, especially those that enhance the cultural capital of our students and support all strands of the school's extended learning provision;
* To maintain the teacher standards assigned to this role;
* To teach lessons at all phases that consistently meet and exceed the expectations of the school;
* Strong knowledge of curriculum, appropriate syllabuses and national curriculum requirements;
* To complete tasks in line with school expectations with regard to attendance, data collection and reports;
* To oversee where assigned a phase of learning as determined by the HOD and school leadership;
* To be accountable with the HOD for the attainment and progress of students within Geography;
* To be responsible for the data collection and analysis with the HOD to support and improve teaching and learning within Geography;
* To support the overall aims of the academy by teaching a subject other than English where reasonably required and suitable time given;
* To exhaust all strategies, styles and initiatives to help ensure all students achieve at least expected progress and the majority make more than expected;
* To assist the HOD in the development of curriculum maps, medium-term plans and department curriculum;
* To produce documents for the phased assigned;
* To work with the HOD to track progress and performance of students. To lead on this for the phase assigned;
* To challenge and support colleagues in the student’s best interest;
* To assist with the preparation of department examinations;
* To assist with department standardisation;
* To support and lead on providing cover and resources for the department or specific phase;
* To assist with staff appraisals, including target-setting lesson observations and reviews;
* To ensure that marking and feedback meet the expectation of the school within their identified phase;
* To ensure that homework is set in line with school expectations within their identified phase;
* Attend all meetings linked to the role.

**Personal Qualities:**

* Reliable and conscientious teacher with high expectations in line with the school;
* Strong commitment to go the extra mile for the benefit of all students;
* To be solution-focused and innovative in the face of challenges;
* To embrace new ideas and technology to improve the learning environment of the school;
* Demonstrate great communication skills with all within the school community;
* Neat appearance in line with the school policy;
* Ability to motivate colleagues as part of a successful team and work effectively under pressure;
* Have the determination and resilience to see department and school plans through to a successful outcome.

**Think Green:**

* Support the school in demonstrating good environmental practices (such as energy efficiency, use of sustainable materials, recycling and waste reduction) wherever possible in day-to-day work.

|  |  |
| --- | --- |
| Essential | Desirable |
| Qualified Teacher Status | Graduate status in Geography and/or related subject |
| Experience of 11-18 Education | Additional teaching qualifications or training |
| Track record of improving student performance | Sound knowledge of current educational developments, including the use of IT |
| Strong classroom management skills | Ability to teach Key Stage 5 |
| Relentless drive for improvement and success | Strong analytical skills with regards to leadership and getting the best out of colleagues |
| Passion for learning and inspiring others |  |
| Respect for all |  |

We want all at SHS to believe in and maintain the values of our school:



Signed: ……………………………………………………………………………………… Dated: …………………….…………………