

# St Edmund Campion Catholic School

## Job Description

POST:	Geography Curriculum Development
RESPONSIBLE TO:	Head of Geography
SALARY:	(MPR/UPR) + TLR 3C
LOCATION:	St Edmund Campion Catholic School, Erdington
WORKING PATTERN:	Full Time
DISCLOSURE LEVEL:	Enhanced - St Edmund Campion Catholic School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.
LEVEL OF SUPERVISION:	<del>1. Regularly supervised with work checked by supervisor</del> 2. Left to work within established guidelines subject to scrutiny by supervisor <del>3. Plan own work to ensure the meeting of defined objectives</del>

Members of staff at St Edmund Campion Catholic School will role model the Catholic values of the school at all times and support the school in delivering on its vision and ethos in a professional, positive and constructive manner. They are required to follow all policies and procedures as directed as well as have a clear understanding of the school code of conduct. Having high standards and expectations for all pupils to succeed is the minimum expectation.

### JOB PURPOSE:

- To support the Head of Geography with the development of the Geography curriculum at key stages 3 and 4
- To be accountable for ensuring students receive an appropriately broad, balanced, relevant and differentiated curriculum experience, in accordance with the aims of the school and the policies determined by the Governing Body and Headteacher of the school.

### Accountabilities – Specific

- Creation, development, and consistent implementation of schemes of work.
- To review resources and the curriculum regularly to monitor, evaluate, quality assure and adapt where appropriate.
- To ensure that the curriculum is developed in a way that allows all students to access it.
- To keep up to date with examination board developments and deliver departmental CPD where necessary to ensure that staff deliver a consistent and well-developed curriculum.

Required by the School Teachers' Pay and Conditions Document to carry out the professional duties of a **teacher:**

- Consistently meet all of the DfE Teacher standards and role model highly effective teaching and learning
- Be accountable for the performance of pupils within allocated classes
- Follow all school policies around teaching and learning and adhere to the school code of conduct
- Report on the progress of these students in accordance with faculty and whole school policy
- Participate fully in the school performance management processes
- Take responsibility for own professional development to ensure full understanding of quality delivery and provision

This job description will be reviewed annually and may be subjected 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.

Elements of this job description and changes to it, may be negotiated at the request of either the Headteacher or the post holder

The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required. He/she will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The post holder is expected to take responsibility for own attendance and know the school procedures around health and safety, taking all reasonable measures and precautions to safeguard themselves.

All persons are expected to respect the confidential nature of matters relating to all stakeholders. Staff are expected to follow all regulations set out by the school regarding Data Protection in accordance with GDPR

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Headteacher. He/she is required to meet the standards set out in the school code of conduct.

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

**The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.**

**All staff will be qualified to work with children and to have undertaken relevant CRB checks.**