

Delegation of tasks checklist

Administrative	Who does it	Comment
Writing policies		
Financial management		
Discipline and rewards procedures		
Writing the departmental handbook		
Organising departmental meetings and minutes		
Staff induction and appraisal		
Promoting geography, eg as an option subject		
Organise open evenings		
Put key dates and events on the school calendar		

Resources

Stockroom and filing of resources		
Stock control and ordering		
Evaluating new resources		
Annual inventory of resources		
Health and safety including electrical equipment		

Attending meetings

Representative at middle management meetings		
Special Needs representative		
Representatives on other school committees		
Geography club		
Monitor courses and staff development		
Primary school liaison		
Links with outside bodies, eg Geographical Association		
Student teacher mentor		

Curriculum

Schemes of Work		
Organising resources for modules of work		
Fieldwork letters and finances		
Developing ICT		
Exam entries		
Monitoring exam performance		
Assessment procedures		

Others

Interview selection notes

Applicant's name:

Gender: Age:

Degree institution:

Degree class: Date of qualification:

Subject/s

Interests

Relevant work experiences

Other qualifications at HE

Summary of school qualifications

Teaching qualification institution

Date of teaching qualification

Teaching subject/s

Comments from referees.....

Comments from application letter

Appraisal notes

Name of appraisee:

Name of appraiser:

Timetable for appraisal	Date	Time	Room
First meeting to discuss the process and set aims			
Lesson observation			
Discussion of lesson			
Write a draft statement			
Discuss draft statement with appraisee			
Final statement containing targets and how to achieve them			

Focus for appraisal	Further detail
Teaching and learning styles	
Use of resources	
Interactions with children	
Class management	
Use of ICT	

Appraiser's notes from lesson observed

Key points to discuss with appraisee

Year at a glance

September	Events	October	Events
KS3		KS3	
KS4		KS4	
Sixth form		Sixth form	
Meetings		Meetings	
Courses		Courses	
Other		Other	

November	Events	December	Events
KS3		KS3	
KS4		KS4	
Sixth form		Sixth form	
Meetings		Meetings	
Courses		Courses	
Other		Other	

January	Events	February	Events
KS3		KS3	
KS4		KS4	
Sixth form		Sixth form	
Meetings		Meetings	
Courses		Courses	
Other		Other	

March	Events	April	Events
KS3		KS3	
KS4		KS4	
Sixth form		Sixth form	
Meetings		Meetings	
Courses		Courses	
Other		Other	

May	Events	June	Events
KS3		KS3	
KS4		KS4	
Sixth form		Sixth form	
Meetings		Meetings	
Courses		Courses	
Other		Other	

July	Events	August	Events
KS3		KS3	
KS4		KS4	
Sixth form		Sixth form	
Meetings		Meetings	
Courses		Courses	
Other		Other	

Geography department budget

A summary of spending

Stationery		
Present year spending £	Next year's spending £	To be bought

Printing		
Present year spending £	Next year's spending £	To be bought

Audiovisual		
Present year spending £	Next year's spending £	To be bought

Books		
Present year spending £	Next year's spending £	To be bought

Software		
Present year spending £	Next year's spending £	To be bought

Hardware		
Present year spending £	Next year's spending £	To be bought

Total for present year £ _____

Total for next year £ _____

Geography classroom audit

Room number: Teacher/s:

Items	Description/number	Recommendation
Number of pupil tables		
Number of pupil chairs		
Storage furniture		
Display areas		
Electrical points		
Blackboard/whiteboard		
Curtains/blinds		
State of decoration		
(Other)		

Room number: Teacher/s:

Items	Description/number	Recommendation
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