

| ORCHARDS ACADEMY JOB DESCRIPTION  **TEACHER OF GEOGRAPHY** | | | | | | |
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| Job Title: Teacher of Geography | | Responsible to: SLT | | | | Teaching Load: TBC |
| **Responsible For:** | * Teaching * Form Tutor | | | | | |
| Line Management: None | | | | Ofsted Strand: Teaching & Learning, Progression, Behaviour | | |
| **Generic Duties and Responsibilities** | | | | | | |
| * To work as part of a whole school team in achieving the schools overall targets * To ensure that the teaching room is fit and safe for the purpose of teaching * To attend and take part in all whole school CPD sessions * To promote the use of interactive whiteboards in lessons * To have up to date knowledge of relevant legislation and guidance in relation to working with, and protection of children and young people. * Be committed to safeguarding and promoting the welfare of children and young people. To undertake safeguarding training, be aware of Child Protection guidance and act with vigilance to ensure all students are safe. To report concerns as they arrive to the DSL team via the school reporting system. * To ensure full compliance with the Health and Safety at Work Act, Data Protection Act and other relevant legislation. | | | | | | |
| **Accountability and Discretion** | | | | | | |
| To take, and be accountable for, all decisions made within the parameters of individual job description. | | | | | | |
| **Standards** | | | | | | |
| The standards of the post holder will be measured through the Orchards Academy Performance Management System by setting targets linked to the specific overall school targets. The Specific Job Description will be reviewed annually at the Performance Management meeting. | | | | | | |
| Signed: | | | Post Holder | | Date: | |
| Signed: | | | Headteacher | | Review Date: | |

| **Teaching** |
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| * To have a thorough understanding of specification and assessment criteria within the subject taught. * Teach assigned subject, including planning, setting homework, marking and assessment in line with school policies. * Ensure that excellent teaching and learning takes place in all allocated classes. * To be responsible for your classroom and ensure that it is always ‘fit for the purpose’ of teaching and learning. * To change the displays in the room on a termly basis and ensure that the displays are always in optimum condition. * When teaching to be responsible for discipline outside of the room when students line up for their lesson and on dismissal at the end of the lesson. * Mark, assess, record and report on pupil achievement and maintain records as required. Maintain accurate records and use of assessment data to monitor progress, targets and take action (e.g. SEN, Gifted & Talented, praise and under achievement). * Contribute to the development of Schemes of Learning, School and Team policies as requested. * Maintain a purposeful, orderly classroom environment including neat storage, learning centered display and by employing a range of assertive behavior management strategies. Monitor targets for pupils on report. * Undertake specific duties within the Team as agreed with your line manager. * Contribute to the school’s extra-curricular programme. * Meet deadlines for reporting, marking, submission of coursework and other assignments. * Prepare pupils for examinations and take part in standardisation or moderating exercises as required. * Provide a welcoming environment to visitors and respond within 24 hours to telephone calls and within 7 days to written correspondence. * To assist the Head Teacher and the Leadership Team in overall management and development of the school. |
| **Form Tutor** |
| * Take a daily roll call * Ensure students are equipped for the days learning * Ensure students adhere to the school uniform policy * Support emotional wellbeing of all students in the tutor group. * Take steps to prevent bullying and support students to be respected and feel safe * Promote good attendance and punctuality * Encourage students to take part in extra-curricular activities * Make contact with parents to discuss student progress, attendance and attitudes to learning * Liaise with the Student Support Coordinator’s regarding behaviour * Keep in contact with parents of all students in the tutor group * Hold meaningful learning conversations with students regarding academic progress |