



# Job Description – Geography Teacher

## **Overall Job Purpose**

To achieve excellent outcomes for our students through the delivery of inspirational teaching strategies.

All teachers are leaders of learning and are committed to delivering the school's vision and the high ambitions for the school's future. Their proactive support leads to sustained improvements and raised standards across the organisation, as members of both departments and tutor teams. They are accountable for specific identified and agreed operational functions within the teams to which they belong and which form part of their day to day work.

## **Main Duties and Responsibilities**

To meet all requirements as appropriate of the Teachers' Standards.

### **Teaching & Learning:**

- To teach students according to their educational needs, including the setting and marking of differentiated work to be carried out by the student in school and elsewhere
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- To undertake a designated programme of teaching
- To ensure a high quality learning experience for students which meets internal and external quality standards
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and independent study
- To undertake assessment of students, underpinned by the principles and practice of AfL and as requested by external examination bodies, faculty and school procedures
- To mark, grade and give written/verbal and diagnostic feedback within the guidelines of the department

### **Operational / Strategic Planning & Quality Assurance:**

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area and faculty
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students
- To contribute to the Curriculum Area/Department's development plan and implementation.
- To contribute to enrichment activities
- To contribute to the whole school's planning activities
- To help to implement school quality procedures and to adhere to those
- To contribute to the process of monitoring and evaluation of the faculty/subject area in line with school procedures



#### Curriculum Provision and Development:

- To ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives
- To assist in the process of curriculum development and change to ensure continued relevance to the needs of students, examining awarding bodies and our Aims and Strategic Objectives.

#### Staff Development, Recruitment & Wellbeing:

- To take part in the school's CPD programme
- To continue personal development including subject knowledge and teaching methods
- To engage actively in the Performance Management Review process
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school

#### Communications:

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and co-operate with bodies outside the school
- To follow agreed policies for communications in the school
- To take part in marketing and liaison activities such as Open Evenings Parents Evenings, liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

#### Care Guidance and Support:

- To be a Form Tutor to an assigned group of students and to contribute to Tutor time and other tutor based curriculum activities
- To promote the general progress and well-being of individual students and of the Tutor Group
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- To evaluate and monitor the progress of students and keep up-to-date student records
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved

Whilst every effort has been made to explain the main duties and responsibilities of the post, the list of tasks is not exhaustive. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition during their employment.



# Person Specification

Area	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"><li>• Good degree and teaching qualification</li><li>• Qualified teacher status</li><li>• Evidence of professional development relevant to the role</li></ul>	
Experience and skills	<ul style="list-style-type: none"><li>• Experience as a classroom teacher in a secondary setting</li><li>• An excellent classroom practitioner</li><li>• Understands how and believes they can improve student outcomes</li><li>• Excellent understanding of assessment processes and how to use these to support planning and raise student achievement</li><li>• Experience of working with other teachers and supporting professionals to extend their understanding of educational issues</li><li>• Ability to lead own professional development</li></ul>	<ul style="list-style-type: none"><li>• Ability to offer another subject</li><li>• Ability to lead an extra-curricular activity</li></ul>
Knowledge and skills	<ul style="list-style-type: none"><li>• Knowledge of current curriculum development in their subject</li><li>• Knowledge of a wide range of pedagogic approaches to cater for different learning styles and ensure that all students are engaged</li><li>• Sound understanding of personalising the educational experience for students</li><li>• To be able to effectively interpret, analyse and use data</li><li>• Excellent interpersonal and communication skills (including written, oral and presentation)</li><li>• Excellent organisational skills</li><li>• Preparedness to challenge under performance</li></ul>	<ul style="list-style-type: none"><li>• Coaching and mentoring skills</li></ul>
Special aptitudes	<ul style="list-style-type: none"><li>• Strong written communication</li><li>• Effective behaviour management</li><li>• Reliability and integrity</li><li>• Capacity to work hard, under pressure, to meet deadlines</li><li>• A good record of attendance during the last two years</li><li>• Adaptable and amenable with respect to working practices</li></ul>	