



TEACHER OF GEOGRAPHY

JOB DESCRIPTION

Job Title:	Teacher of Geography
Responsible to:	Head of Department - Geography
Location:	Longfield Academy
Aims of the Post:	To provide the highest quality of education, preparation for life and care for all pupils in the school in accordance with the Teachers' Standards and school policies

Main Responsibilities

Teaching

To work with the Head of Department and other colleagues in the development of appropriate syllabuses, materials, schemes of work and lesson plans, which should engage, stimulate and challenge pupils of all abilities, and should cater for all learning styles. This may include taking responsibility for particular courses.

To ensure that all lessons are planned, prepared and delivered with clear differentiation to cater for pupils of all abilities and backgrounds whilst ensuring that all individual pupils progress.

To share in the preparation and delivery of SMSC elements in all lessons across the curriculum.

To employ a variety of interactive teaching methods appropriate to the age and ability of each individual pupil to promote a love of learning.

To impart knowledge and develop understanding through effective use of lesson time.

To demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject.

To reflect systematically on the effectiveness of lessons and approaches to teaching.

To set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired on a regular basis.

To fully incorporate the teaching of skills including literacy, mathematics and communication into subject delivery.

Assessment, feedback and tracking

To know, understand and undertake assessment for the relevant subject and curriculum areas, including fulfilling statutory assessment requirements.

To give pupils regular feedback, both orally and through accurate marking and encourage pupils to respond to the feedback.

To use relevant data and pupil tracking systems to monitor progress, set targets and plan subsequent lessons.

To be accountable for pupil attainment, progress and outcomes within designated classes.

To maintain appropriate records and to complete assessments, trackers and reports regarding pupils as required.

Pupil Support, Welfare and Safeguarding

To be a form tutor to an assigned group of pupils and to promote the general progress and well-being of individual pupils and the tutor group as a whole.

To be keenly aware of the responsibility for safeguarding children and to alert pastoral and other staff to problems arising with individual pupils.

To demonstrate consistently the positive attitudes, values and behaviour which are expected within the school community based on mutual respect between pupils and staff.

To act as a positive role model for pupils, promoting appropriate behaviour for learning and encouraging good practice with regard to punctuality, attendance, standards of work and homework.

To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.

To ensure pupils comply with policies concerning the use of ICT equipment and observe good practice with regard to e-safety.

Communications

To communicate effectively with parents and carers with regard to pupils' achievements and well-being.

To develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.

To take part in communication, liaison and reward activities such as academic mentoring days, presentation events and open evenings.

Personal Development and Effectiveness

To maintain an up to date knowledge of the subject and utilise a range of teaching methods in line with current research and acknowledged best practice.

To engage actively in the appraisal process with the aim of improving pupil outcomes and standards of teaching and learning in the school.

To take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues.

To actively contribute to the wider life of the school by organising and running appropriate extra-curricular activities.

To support and promote the ethos and wider life of the school and to make a contribution to this shared responsibility.

To take reasonable care of one's own health and safety and that of others and informing relevant staff of any concerns with regard to health and safety.

To adhere to the policies and procedures of the school and Trust and ensure one's individual performance and actions comply with these.

Resources

To be informed about the financial basis of the operation of the school and to assist in seeking ways of deploying and maintaining resources to the maximum benefit of the pupils.

To maintain the allocated teaching areas to ensure that they are well organised and conducive to a stimulating and exciting learning experience.

To supervise the use and care of the School fabric and equipment by the pupils and to ensure their adherence to relevant health and safety regulations.

This job description describes in general terms the normal duties which the post-holder will be expected to undertake and has been compiled with reference to the Teachers' Standards. The duties should not be considered as exhaustive and may vary or be added to from time to time without changing either the level of responsibility or the financial remuneration associated with this post.

We are passionate about safeguarding the welfare of pupils and maximising their life chances. We expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service criminal records check for work with children.



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PERSON SPECIFICATION

Key

- A – Application form including letter of application
- S – Selection process including teaching exercise
- E – Employment references
- C – Certificates
- D – Enhanced Disclosure and Barring Service Criminal check

	Letter of Application	Essential/ Desirable	Stage Identified
1.	Well presented letter outlining skills, experience and educational philosophy	E	A
	Qualifications, Education and Training	Essential/ Desirable	Stage Identified
2.	Graduate in relevant subject with Qualified Teacher Status able to teach Geography at KS3 and KS4	E	A, C
3.	Recent relevant CPD	E	A, C
4.	Working towards further professional qualifications	D	A
	Experience and Knowledge	Essential/ Desirable	Stage Identified
5.	Excellent, up-to-date subject knowledge	E	A, S
6.	At least good classroom practitioner	E	A, S, R
7.	Experience of tracking pupil progress and using data to inform lesson planning	E	A, S, R
8.	A proven track record of ensuring pupil progress and of examination success	D	A, S, R
9.	Excellent knowledge of classroom practice, pedagogy and national policy around education	E	A, S

10.	Experience in the delivery of ITT/CPD	D	A, S, R
11.	Experience in a management role	D	A, S, R
12.	Experience of monitoring and evaluating staff performance	D	A, S, R
	Skills	Essential/ Desirable	Stage Identified
13.	Ability to communicate effectively with a range of audiences, both verbally and in writing	E	A, S, R
14.	Commitment to raising standards and achieving the best outcomes for pupils	E	A, S
15.	Ability to employ a range of teaching methods and adjust these to meet individual pupil need	E	A, S, R
16.	Ability to promote a high standard of literacy, articulacy and proper use of standard English within lessons	E	S
17.	Ability to provide effective and constructive feedback to pupils	E	S
18.	Ability to coach, mentor, support and challenge pupils	E	S, R
19.	Ability to create effective and positive working relationships with colleagues and senior staff	E	R
20.	Ability to establish and maintain an appropriate environment for learning within the classroom	E	S, R
	Personal Attributes	Essential/ Desirable	Stage Identified
21.	Commitment to own professional development and willingness to undertake training	E	A, S, R
22.	Flexible and positive approach to tasks and working arrangements	E	S, R
23.	High level of personal effectiveness including organisational and communication skills	E	S, R

24.	Ability to act as a positive role model and demonstrate high personal standards	E	S, R
25.	Commitment to safeguarding pupils and suitability to work with young people	E	S, R, D
26.	Self-motivated and enthusiastic	E	S, R
27.	Willingness to engage in the Appraisal Process	E	S, R

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments are subject to satisfactory references.