

Job Description

Head of Geography at Peponi House School

Main areas of responsibility:

- Teaching Geography to Years 6 to 8.
- Curriculum development for Geography and Humanities from Year 2 to Year 8.
- Supporting colleagues in the Junior School (Years 2 to 4).
- Preparing an annual budget and inventory for the department and ordering resources.

This job description is not exhaustive; it is designed to give teachers an outline of their main duties and responsibilities. It should be read in conjunction with the school's staff hand book and the academic policies document.

At all times, members of the teaching staff are on duty, both in and out of school. We expect to see only the highest standards in terms of teaching, learning, marking, planning and preparation.

All teachers are to conduct themselves in accordance with the high standards and expectations expressed in the Staff Handbook. This will be expressed through high personal professionalism, an excellent personal example for pupils, support for colleagues and a strong commitment to the school's ethos and ideals.

All teachers have a responsibility in every circumstance to promote and safeguard the welfare of pupils at Peponi House and to ensure that all aspects of the Safeguarding Policy are implemented.

Working with other teaching colleagues, all teachers are expected:

- To teach all pupils enthusiastically and to a high standard, according to the educational needs and abilities of each individual child.
- To monitor, assess and report on pupils in accordance with appropriate Peponi House policies.
- To mark and record all marks where appropriate for each child, in line with the marking policy.
- To contribute to the continuous cycle of improvement of aims, objectives and policies in the curriculum, within the school's overall aims and policies.
- To assist in the development of materials and schemes of work for pupils; and from time to time to review, with other colleagues, methods of teaching, to ensure implementation of any new requirements, maintenance of standards and new technologies.
- To maintain to a high standard a stimulating learning environment, including wall displays, and to supervise the use and care of the classroom and resource areas.
- To participate in and contribute to the general management of the school by promoting the ethos of the school, as well as its aims and values.
- To contribute, when appropriate, to discussions in staff meetings on aspects of school policy, curriculum and organisation.
- To contribute - in accordance with personal interests and talents - to all aspects of the school's extra-curricular programme.

- To participate in school events, such as open mornings, drama and musical performances, the carol service, the sports tournaments, the school fête etc.
- To take part in the development and consolidation of cross-curricular developments and partnerships.
- To carry out a number of assigned supervisory duties.
- To adhere to and carry out all relevant aspects of the school's health and safety policy.
- To undertake, where appropriate, other roles, which may arise either in the classroom or in the wider school environment.
- To ensure that all communication with parents is timely, professional and appropriate.