



GORDONSTOUN

Broader experiences, broader minds



TEACHERS' JOB DESCRIPTION GEOGRAPHY

Outline

Gordonstoun is seeking a dynamic, enthusiastic and innovative Teacher of Geography to teach approximately .6 of a timetable in this excellent department. The ability to teach to GCSE standard is essential. You will be someone who can enthuse students and promote the importance of geography to the young people of Gordonstoun, in order to help them gain formal qualifications and aid them in taking their place as twenty-first century international citizens. All candidates should be registered or eligible for registration with the General Teaching Council for Scotland, as this is a condition of employment.

Geography at Gordonstoun

Geography at Gordonstoun is a successful and highly valued subject. All Y9 students take Geography and follow a selected curriculum of key units which are not covered at GCSE or A-level, but compliment these topics with key skills. Many students opt to take Geography to GCSE and will follow the OCR A GCSE Geography syllabus. Classes are not streamed as they are taught in different pools; they are normally taken through the two years of the GCSE course by one teacher. Fieldwork remains an essential part of the course with excellent opportunities for both short and extended trips in the local area. The department is also commencing a new 1 year course where two teachers will teach the OCR A specification in a compressed format. Details of the teaching can be found on our department website: <https://gordonstoungeography.wordpress.com/>

The Sixth Form follow the new OCR AS/A2 Geography specification. Geography is a popular A level choice, with two sets in each sixth form year each averaging around 12 pupils. Two teachers share the teaching load at both AS and A2.

The Department is housed in its own teaching block, with 3 teaching rooms, a computer room and a staff office/study. The Department is well resourced with books, DVDs, and other teaching resources. Each classroom is equipped with a PC computer, an interactive whiteboard and ceiling mounted projectors.

Background

Teaching and Learning are the central activities in the School and all heads of curriculum areas play a key role in pursuing the highest standards of teaching and learning in their subject in line with the cultural ethos and mission statement of the School. This job description below outlines the responsibilities of the post of Teacher of within the Geography Department. It is intended to be a helpful document which gives as clear a guide as possible, not only to assist a colleague by acting as a checklist, but also to make other staff aware of what their colleague's responsibilities are.

Main Activities of the Teacher of

Curriculum:

- To plan and teach excellent lessons.
- Build good relationships with all students.
- Be a leading classroom practitioner with a proven track record of success.
- Previous examining experience would be an advantage
- Needs to be committed to strategies to improve teaching and learning.
- Able to develop the skills of learners to equip them for the 21st century.
- Experience of teaching geography at GCSE or at an equivalent level.
- Knowledge and experience of recent developments in teaching, including use of ICT in the classroom.
- Mark and assess student work regularly.
- To establish and make explicit the aims and objectives of the Geography Department and to help to evaluate and develop curricula to meet these objectives.

- To ensure that appropriate differentiation of the curriculum is made to meet the needs of all levels of pupil ability.
- To promote teaching and learning styles which stimulate pupil interest and involvement in learning.
- To keep up with developments in geography teaching through attending appropriate INSET.

Contribution within the Geography Department:

- Be an exemplary teacher and to demonstrate excellent teaching skills and to be a practitioner of good practice.
- To inspire students and to provide enthusiasm in this curriculum area.
- To promote the subject beyond the classroom e.g. extra-curricular activities, wall displays.
- To provide counselling for and liaison with higher education in conjunction with the careers department.
- To promote cross curricular co-operation.

Students:

- To establish appropriately high levels of expectation of pupils at all Key Stages by setting down clear guidelines for establishing good standards of behaviour and achievement, including the careful presentation of work and the care of books and equipment.
- To follow and to contribute to the Geography Department procedures for the monitoring and recording of student progress.
- To ensure the reporting policy is followed
- To adhere to the school's assessment, reporting and recording framework and to ensure that the agreed policy of the Geography Department is followed by members of the team including the consistent awarding of Merits across the Department.
- To prepare students for external examinations which involve internal assessment and external moderation and to provide marks arising from these assessments to the HoD.
- Help with the assessment of sitting of internal exams where appropriate.

Resources and accommodation

- To enhance the learning environment through the effective display of students work and other materials and through care of the environment.

Whole School Responsibilities:

- To further the tone and purpose of the School by example.
- To foster and support activities in the interests of the school community.
- To be a member of school committees and working parties as appropriate

Community Responsibilities:

- To ensure effective dialogue with parents in accordance with school policies
- To foster our relationship with feeder schools and higher education institutions
- To liaise with external agencies and employers as necessary
- To develop our relationship with other schools
- To write reports on individual students on their progress in geography in accordance with the school reporting policies and timetables

Safeguarding children

- The post holder has a responsibility for promoting and safeguarding the welfare of children and young people
- This includes children that they are responsible for and come in contact with. The post holder must adhere to and ensure compliance with the school's Child Protection Policy and Procedures at all times.

ADDITIONAL RESPONSIBILITIES OF A FULL-TIME MEMBER OF STAFF

1. To help cover short term absence of staff.
2. To assist with the invigilation of exams.
3. To help supervise sessions, such as Form Supervisors at the start of term, required for the organisation and smooth running of the academic curriculum.

4. To participate in the weekly Activity and Service programme of the school as arranged by the DHC.
5. To participate in the staffing of any additional curricular activities and events, as required by the DHC. For example expeditions, team fixtures, rehearsals etc.
6. Unless occupying another position of pastoral responsibility to act as a Tutor in one of the boarding houses (see separate job description), as arranged by the Deputy Head Pastoral Care.
7. To assist with school duties as arranged by the Deputy Head Curriculum. These will include the following duties:
 - The General Duty rota
 - The Leave Out Duty rota
 - The start/end of term Travel rota
8. To take a full part in the life of the School beyond the classroom, including regular attendance at school functions.
9. To attend morning chapel at least twice a week.
10. To perform whatever additional duties may reasonably be required by the School.

Conditions:

The salary will be at an appropriate point on the Gordonstoun salary scale

Teaching staff are eligible for membership of the Scottish Teachers Superannuation Scheme

These notes are for general information only and the appointment will be subject to signature of formal conditions of employment. Candidates wishing to be considered for this post should complete the school's application form and submit a letter of application outlining why they feel they are suitable candidates for this post to the Headmaster or email to recruitment@gordonstoun.org.uk

The closing date for applications is midday Friday 18 May, 2018