



Part time Teacher of Geography
Job Description and Department Information

The Position

Geography is a key department within the school and we are looking for someone who will bring vision, drive and, above all, a sense of ambition. Prior's Field girls are keen to learn and staff are talented and dedicated. The new member of department will have plenty of opportunities to help raise the profile of the subject across the school and to introduce innovative, exciting approaches, both in and out of the classroom.

The Department

The Geography Department fully supports the primary aim of the school, which is to provide an excellent all-round secondary education that brings out the best in each girl according to her abilities and talents. In order to achieve our aims and objectives we provide creative and intellectually appealing lesson experiences for all. Pupils should enjoy Geography, be exposed to a variety of teaching and learning styles and be determined to aim for the highest standards in all that they do.

The Head of Department and the Head of Lower Sixth currently share the teaching of geography throughout the year groups. This vacancy has arisen due to an increase in allocated teaching time at KS3 and KS5.

The Curriculum

Geography is a compulsory subject for all girls at KS3 and they are mostly taught in their form classes. Each class has two 55 minute lesson per week. We follow, but are not constrained by the National Curriculum. At GCSE we follow AQA Specification and we have 2 classes in each year group. At A Level we also follow the AQA specification.

Fieldwork and extra curricular activities

Fieldwork is a vital element of the work of the department and all year groups have a day's fieldwork which allows girls to develop their enquiry skills. GCSE and A Level geographers also participate in residential visits. In recent years the GCSE geographers have been to Snowdonia and the Lower Sixth visit Dorset, staying in Swanage. The department also offers 'awe and wonder' fieldwork visits. Iceland and China have been recent destinations.

Sixth form geographers are encouraged to attend evening lectures hosted by the Guildford branch of the GA. Our proximity to Surrey University also allows us to attend relevant lectures in their Humanities programme when relevant.

The Department also leads the school's work towards promoting sustainability, via the Eco Schools project. We have had our 'Green Flag' status for the last six years.

Resources and Accommodation

There are two dedicated Geography classrooms. Each of these has a Smartboard. The department is well resourced with a range of textbooks, reference books, DVDs, magazines, fieldwork equipment and maps. There is also a set of department laptops. The ICT rooms, a set of ipads and the library are also available to the department, subject to timetabling.

The use of ICT has a significant role and we produce many of our own interactive resources for the Smartboard using Smart's Notebook software. The department also has its own pages on Frog, which is the school's VLE. GIS is also a key area that is constantly being developed and all year groups are developing their skills using ArcGIS.

This role reports to the Head of Geography.

Responsibilities of this post:

- Running at least one subject specific club/activity
- Accompanying staff and pupils on day and residential Geography trips

Additional responsibilities of all teaching staff include:

- Supporting the ethos of a boarding school and working in accordance with the school's aims and policies.
- Maintaining good order and discipline among pupils, safeguarding their health and safety at all times when they are the responsibility of the school.
- Sharing responsibility for excellent pastoral care to which the school gives a high priority.
- Maintaining high standards of time keeping, attending assemblies, playing an active role in the life of the school, including the co-curricular activities programme, supporting school functions and attending year group social events, where appropriate.
- Carrying out supervisory and general duties as reasonably required, upholding good standards of behaviour and punctuality among pupils.
- Participating in meetings as required.
- Preparing and teaching lessons in accordance with agreed departmental and school schemes of work and teaching strategies; making sure that lessons are well organised and at an appropriate level; preparing planning schedules and resources to enthuse students in their learning.
- Knowing and adhering to all school and departmental policies.
- Setting and marking work regularly, including homework, according to school policy and in a style agreed within the department; encouraging consolidation and providing opportunities for

independent study through digital learning.

- Assessing, recording and reporting on the development, progress and attainment of pupils in accordance with departmental and school policies.
- Undertaking duties as a Form Teacher (if appropriate).
- Participating in arrangements for preparing and assessing pupils' work for public examinations.
- Contributing to the formulation and revision of departmental schemes of work, teaching resources, assessment materials and developing new courses.
- Contributing to the Department Development Plan and Budget by assisting in identifying key priorities for development.
- Keeping up to date with current and future developments within the subject, and attending courses and other relevant meetings as directed by the Heads of Department.
- On taking up a new appointment, participating in the school's programme of induction and review of new staff.
- Contributing to the development of ICT within the department.
- Contributing to the development of co-curricular activities.
- Participating in the school's annual appraisal programme.
- Participating in arrangements for staff development and INSET.
- Participating in administrative and organisational tasks related to all the above, including management and supervision of all ancillary staff when appropriate.
- Attending all required school functions, as directed by the Head: staff meetings, Parents' Evenings, homework duty, Open Days, Options Information Evenings etc. and preparing exhibits, demonstrations as required.
- Undertaking any other duties deemed appropriate by the Head within the context of the school ethos and the teaching programme.

March 2018

Prior's Field School Priorsfield Road Godalming Surrey GU7 2RH

t: 01483 810551 w: www.priorsfieldschool.com

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff to share this commitment. This post will be subject to an enhanced DBS check.

Registered Charity No: 312038