

JOB DESCRIPTION

TITLE	:	Geography Teacher
REPORTS TO	:	Head of Department
RESPONSIBLE FOR	:	Teaching Assistants

OVERALL PURPOSE OF THE JOB

To plan and prepare stimulating and engaging lessons according to the National Curriculum. To teach and assess pupils in their learning to inform future progress and ensure the highest achievement appropriate to each child's ability.

To undertake the full range of professional duties outlined in the School teachers pay and conditions document.

KEY DUTIES

Planning lessons, in the short, medium and long term, appropriate to all pupils to be taught, according to the academy's planning policy; taking a full part in joint planning where appropriate.

Teaching planned lessons to assigned pupils according to their educational needs, ensuring that appropriate targets are set and achievement monitored to inform future planning.

Setting and marking of work, differentiated appropriately, to be completed at the academy and at home where appropriate, ensuring that pupils are set challenging, but achievable, targets and are encouraged to excel.

To use all available data produced by the Academy to inform the setting of appropriate targets and tracking pupils in their classes.

To use the academy's rewards and sanctions system effectively. To establish a learning culture within the classroom where children are positively supported and encouraged to do well in a climate of equal opportunity and security.

To provide guidance and support to students in the assigned tutor group, liaising with the appropriate Head of Year and Heads of Department where concerns arise.

To provide support to students in the tutor or teaching group who are at risk of underachievement or who are experiencing difficulty to ensure that they have access to the correct support internally or externally, keeping a log of actions and support provided and following up referrals if necessary.

Provide support and advice to parents and carers of pupils, building positive relationships to encourage their involvement in their child's education and provide feedback on children's progress.

Monitor and record pupil progress according to the policy of the academy completing reports to parents as required by the Principal and Governors. Undertake other routine admin tasks when required.

To deliver the national Curriculum using a variety of teaching styles and methods to stimulate interest and ensure full class participation, advising others and assisting in preparation of teaching materials where required.

To assess and prepare students thoroughly for internal and external examination entry or other appropriate accreditation, including the provision of study skills advice.

To check the attendance of all assigned students at classes according to the register and follow up any unauthorised absence for the teaching sessions for which they are responsible.

To maintain good standards of classroom behaviour in the classroom and elsewhere encouraging positive behaviour and development of positive social skills. Ensure that uniform and behaviour policies are adhered to within teaching groups and the Church of England ethos of the academy is supported through actions.

Ensure the Health & Safety and well being of pupils in the classroom and elsewhere by assessing risks in planned and day-to-day activities and reducing any risks to an acceptable level.

When appropriate, to direct the work of other staff or adults working in the classroom to ensure that they are fully briefed on their role and where possible involved in planning and evaluating the pupil achievements.

To take an active part in meetings, where appropriate, making a positive contribution and supporting the academy policies and good practice i.e. in staff meetings, parents evening and training events.

Any other activities, which reasonably match the level of responsibility for the post and are within the guidance given in the schoolteachers pay and conditions document and The Education (Specified Work and Registration) (England) Regulations 2003.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
Contribute to the overall ethos/work/aims of the school

Appreciate and support the role of other professionals

Attend relevant meetings as required

Participate in training and other learning activities and performance development as required

Treat all users of the school with courtesy and consideration

Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all

Comply with health and safety policies and procedures at all times

Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this description

Notes

The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this description.

Signed..... (Post Holder)

Date.....

Signed..... (Principal)

Date.....