



The Charles Kalms • Henry Ronson  
**Immanuel**  
College

HMC Independent Jewish Day School for Children aged 4-18

**Academic Excellence**  
**Expert Pastoral Care**  
**Inspiring Jewish Education**



The Independent Association  
of Prep Schools

## JOB DESCRIPTION

### Job Description – TEACHER OF GEOGRAPHY

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

#### Summary of the role:

Teacher of Geography across Key Stages 3, 4 and 5

#### Main duties and responsibilities:

Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.

- To meet, and exemplify wherever possible, all of the eight Professional Teaching Standards:
  - Set high expectations which inspire, motivate and challenge pupils
  - Promote good progress and outcomes by pupils
  - Demonstrate good subject and curriculum knowledge
  - Plan and teach well-structured lessons
  - Adapt teaching to respond to the strengths and needs of all pupils
  - Make accurate and productive use of assessment
  - Manage behaviour effectively to ensure a good and safe learning environment
  - Fulfil wider professional responsibilities

More specifically this will include:

- To monitor the educational progress of all students
- To use performance data to evaluate student achievement outcomes and to identify areas for improvement
- To ensure that students with special educational needs are taught so that they receive full support and an appropriately modified curriculum experience



The Charles Kalms • Henry Ronson  
**Immanuel**  
College

HMC Independent Jewish Day School for Children aged 4-18

**Academic Excellence**  
**Expert Pastoral Care**  
**Inspiring Jewish Education**



The Independent Association  
of Prep Schools

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>▪ To contribute to the review and evaluation of schemes of learning, working as part of the department, to ensure that they engage students in rigorous, appropriate and creative learning</li><li>▪ To promote and facilitate the general progress and well-being of individual students liaising with the Learning Leader and pastoral team as appropriate</li><li>▪ To support the implementation of the school's Learning and Teaching policy together with all other school policies</li><li>▪ To keep abreast of current developments in Geography teaching</li><li>▪ To contribute to departmental and school planning</li></ul> |
|--|---|

You may also be required to undertake such other comparable duties as the Head requires from time to time.



The Charles Kalms • Henry Ronson  
**Immanuel**  
College

HMC Independent Jewish Day School for Children aged 4-18

**Academic Excellence**  
**Expert Pastoral Care**  
**Inspiring Jewish Education**



The Independent Association  
of Prep Schools

<b>Person Specification</b>			
<b>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<p><i><b>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</b></i></p> <ul style="list-style-type: none"> <li>▪ Degree or equivalent</li> <li>▪ Qualified Teacher Status (or willingness to work towards)</li> </ul>	<p><i><b>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</b></i></p> <ul style="list-style-type: none"> <li>▪ High class degree in a Geography based subject.</li> </ul>	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>
<b>Experience</b>	<p><i><b>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</b></i></p> <ul style="list-style-type: none"> <li>▪ Experience of teaching Geography.</li> </ul>	<p><i><b>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</b></i></p> <ul style="list-style-type: none"> <li>▪ Experience in leading extra-curricular Geography activities in order to raise student attainment.</li> <li>▪ Successful Sixth Form teaching</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>



The Charles Kalms • Henry Ronson  
**Immanuel**  
**College**

HMC Independent Jewish Day School for Children aged 4-18

**Academic Excellence**  
**Expert Pastoral Care**  
**Inspiring Jewish Education**



The Independent Association  
of Prep Schools

<b>Skills</b>	<p><b><i>The skills required by the Applicant to perform effectively in the role</i></b></p> <ul style="list-style-type: none"> <li>▪ Good ICT skills and a good awareness of the role of ICT in supporting learning and teaching and raising achievement</li> <li>▪ Ability as an effective classroom practitioner</li> <li>▪ A high level of literacy and numeracy skills</li> <li>▪ Good verbal and written communication skills</li> <li>▪ Excellent organisation skills</li> <li>▪ The ability to work independently and as part of a team</li> </ul>	<p><b><i>The skills that would enable the Applicant to perform effectively in the role</i></b></p> <ul style="list-style-type: none"> <li>▪ Ability to use interactive resources in lessons.</li> <li>▪ Ability to use assessment data to inform planning and set targets.</li> </ul>	<p><b>Contents of the application form</b></p> <p><b>Interview</b></p> <p><b>Professional references</b></p>
<b>Knowledge</b>	<p><b><i>The knowledge required by the Applicant to perform effectively in the role</i></b></p> <ul style="list-style-type: none"> <li>▪ An understanding of issues related to the promotion of effective learning and teaching</li> <li>▪ A good knowledge and understanding of current curriculum developments</li> <li>▪ Knowledge of current assessment and target setting practices</li> <li>▪ Knowledge and understanding of strategies to promote positive behaviour, discipline and social inclusion</li> </ul>	<p><b><i>The knowledge that would enable the Applicant to perform effectively in the role</i></b></p>	<p><b>Contents of the application form</b></p> <p><b>Interview</b></p> <p><b>Professional references</b></p>



The Charles Kalms • Henry Ronson  
**Immanuel**  
College

HMC Independent Jewish Day School for Children aged 4-18

**Academic Excellence**  
**Expert Pastoral Care**  
**Inspiring Jewish Education**



The Independent Association  
of Prep Schools

<b>Personal competencies and qualities</b>	<p><b><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></b></p> <ul style="list-style-type: none"><li>▪ Motivation to work with children and young people</li><li>▪ Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li><li>▪ Emotional resilience in working with challenging behaviours</li><li>▪ Positive attitude to use of authority and maintaining discipline</li><li>▪ Excellent inter-personal skills. Evidence of good relationships with students, parents and colleagues</li><li>▪ Ability to motivate and inspire pupils, parents / carers and Governors.</li><li>▪ A high level of commitment to the school and its continuing development</li><li>▪ Flexibility and the ability to balance priorities and absorb pressure</li></ul>	<p><b><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></b></p> <ul style="list-style-type: none"><li>▪ Willingness to take on other roles and responsibilities within the department.</li></ul>	<p><b>Contents of the application form</b></p> <p><b>Interview</b></p> <p><b>Professional references</b></p>
--	---	---	--