

Kenton College Preparatory School



Headteacher: **Sally Weston**, M (Prof), MSc, BSc (Hons)

HUMANITIES TEACHER (History & Geography)

Kenton College is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. It is compulsory for all members of staff to familiarise themselves with the following, first, among all other relevant policies:

Safeguarding/Child Protection; Staff Code of Conduct; Whistleblowing; Prevent Duty; Equal Opportunities.

Humanities teachers are responsible to the Head of Department, Deputy Head Academic and the Headteacher.

The duties and responsibilities include:

1. Teaching History / Geography / TPR to Years 5, 6, 7, 8 as allocated by the Headteacher and Deputy Head Academic
2. Preparation of pupils for Common Entrance and scholarship examinations.
3. Possessing up-to-date knowledge of the History / Geography curriculum for Key Stages 2 and 3.
4. Keeping abreast of innovative, engaging and best practice pedagogical methods.
5. Planning and preparing lessons, resources and activities.
6. Preparing schemes of work in conjunction with the Head of Department.
7. Using assessment data to inform teaching and learning and tracking the progress of pupils.
8. Demonstrating a confident understanding of the use of ICT as a learning tool.
9. Marking work regularly and providing meaningful and motivational feedback, in line with the School Feedback Policy.
10. Possessing excellent subject knowledge, as well as exceptional verbal and written communication skills.
11. Helping to organise events such as topic days and trips.
12. Attending CPD and INSET training as required.

Postal Address: P.O Box 25406-00603 LAVINGTON, NAIROBI, KENYA

Telephone: +254 020 3541513

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Website: www.kentonschoolnairobi.com Email: admin@kenton.ac.ke
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13. Attending departmental meetings, pupil support meetings and parents' consultations.
14. Playing an active role in the life of the school, for example by assisting in pastoral and supervisory duties.
15. Undertaking calendared Parent Teacher Consultations and writing reports twice a year.

This job description is not a comprehensive statement of procedures and tasks but sets out the main duties and responsibilities of the job and the expectations of the school in relation to the post holder's professional responsibilities and duties.

However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

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