

**Job Description**

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| **Post Title:** | **TEACHER of Geography with TLR responsibility for the right candidate**  |
| **Purpose:** | 1. To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students
2. To monitor and support the overall progress and development of students as a teacher & tutor
3. To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
4. To implement appropriate interventions to enable all students to achieve their very best
5. To contribute to raising standards of student attainment
6. To share and support the academy’s responsibility to provide and monitor opportunities for personal and academic growth
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| **Reporting to:** | **Curriculum Leader of Geography** |
| **Responsibilities as a classroom teacher** *(relates to students taught)* | 1. To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in the academy and elsewhere
2. To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
3. To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
4. To ensure that ICT, Literacy, Numeracy and the academy subject specialism are reflected in the teaching/learning experience of students
5. To undertake a designated programme of teaching
6. To ensure a high-quality learning experience for students which meets internal and external quality standards
7. To prepare and update subject materials
8. To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus
9. To maintain discipline in accordance with the academy’s Behaviour Policy, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
10. To undertake assessment of students as requested by external examination bodies, departmental and academy policies
11. To mark, grade and give written/verbal and diagnostic feedback as required
12. To set appropriate targets for students in line with academy policy and procedure as required
13. To implement the academy’s policies re: Homework
14. To assist as required in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies
15. To contribute to the Curriculum Area’s improvement plan and its implementation
16. To plan lessons (and sequence of lessons) that allow all students to make outstanding progress using a wide range of pedagogical strategies
17. To contribute to the whole academy’s planning activities
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| **Responsibilities as a form tutor** *(relates to students in the form group)* | 1. To be a Tutor to an assigned group of students
2. To promote the general progress and well-being of individual students and of the Tutor Group as a whole within the parameters of the associated Tutor Job Description
3. To liaise with the Learning Manager and SEN to ensure the implementation of the academy’s Learning Support System and mentoring
4. To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of academy life
5. To maintain appropriate records and to provide relevant accurate and up-to-date information for our student registers
6. To complete the relevant documentation to assist in the tracking of students
7. To track student progress and use information to inform teaching and learning
8. To communicate effectively with the parents/carers of students as appropriate
9. Where appropriate, to communicate and co-operate with persons or bodies outside the academy
10. To follow agreed policies for communications in the academy
11. To evaluate and monitor the progress of students and keep up-to-date student records as may be required
12. To contribute to the preparation of Action Plans and other reports
13. To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
14. To communicate as appropriate, with the parents/carers of students and with persons or bodies outside the academy concerned with the welfare of individual students, after consultation with the appropriate staff
15. To contribute to PSHE, and the tutor time programme according to academy policy
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| **Responsibilities as a member of staff:** | 1. To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
2. To promote actively the Academy’s Policies & Procedures
3. To continue personal development as agreed
4. To comply with the academy’s Health and Safety policy and undertake risk assessments as appropriate
5. To undertake any other duty as specified not mentioned in the above
6. To comply with the Academy’s procedures concerning safeguarding and to ensure that training is accessed
7. To take part in the academy’s CPD programme by participating in arrangements for further training and professional development
8. To continue personal development in the relevant areas including subject knowledge and teaching methods
9. To engage actively in the Performance Management Review process
10. To ensure the effective/efficient deployment of classroom support
11. To work as a member of a designated team and to contribute positively to effective working relations within the academy
12. To take part in marketing and liaison activities such as Open Evenings, Parents Evenings etc
13. To contribute to the development of effective subject links with external agencies and develop opportunities for students to engage in enterprise activities etc.
14. To contribute to the implementation of British Values.
15. To value and transmit the importance of our Christian ethos.
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| **Personal Qualities: The Post holder is expected to:** | 1. To assist the Curriculum Leader of Geography to ensure that the curriculum area provides a range of teaching which complements the academy’s strategic objectives
2. To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies
3. To help to implement academy quality control systems procedures and policies and to adhere to these
4. To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed academy procedures, including evaluation against quality standards and performance criteria.
5. To review from time to time methods of teaching and programmes of work
6. To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy
7. To attend team meetings etc. in accordance with the academy calendar
8. To contribute to the process of the ordering and allocation of equipment and materials
9. To assist Curriculum Leader of Geography to identify resource needs and to contribute to the efficient/effective use of physical resources
10. To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the academy, curriculum area, and the students
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| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job descriptionEmployees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callersEmployees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students |
| This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title |

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| *I confirm that I have read and understood the details contained within this job description.**I understand that by signing this document, I agree to the terms and conditions contained within it.* |
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| **Signed****Print Name** |  |
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| **Dated** |  |