

## DEVONSHIRE HOUSE PREPARATORY SCHOOL

Devonshire House is a co-educational IAPS Prep and Pre Prep School with 640 pupils. The Junior School provides for children from Nursery to Year 3 (ages 2½ to 8) and the Upper School for children from Year 4 to Year 8 (ages 8 to 13). The girls leave us at the end of Year 6, to London day schools, and the boys at the end of Year 8, also to day schools but some to boarding schools.

Devonshire House Preparatory School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau. If the candidate has lived in a country other than the UK for a period of 3 months or more since the age of 18, a foreign criminal policy check will be required irrespective of whether they worked in those countries.

Devonshire House Preparatory School is an equal opportunities employer.

### **JOB DESCRIPTION**

#### **Head of Geography**

Geography is taught by a specialist teacher from Year 4. We have 3 classes in each of Years 3-6 and generally two teaching groups in Years 7 and 8. In order to have a full teaching timetable the successful candidate will be expected to offer a second subject.

#### **SUBJECT CO-ORDINATORS**

In addition to normal teaching duties the Head of Geography is responsible for the running of the Geography department, including:

1. Co-ordinating the Geography curriculum throughout the school, from P1 to U8, working with Junior School Year group co-ordinators and Upper School Geography teachers.
2. Liaising with the Junior School (P1-P3) to ensure smooth continuity into the Upper School, to discuss the curriculum and ensure the necessary resources and factual knowledge are in place.
3. Reviewing and updating the whole school Geography curriculum. (Devonshire House runs a two-yearly cycle of curriculum review.) When necessary rewriting the detailed planning of the Upper School Geography Curriculum.
4. Keeping in touch with the ISEB about the 13+ Geography curriculum, and London day schools about their 13+ entry requirements and specifically the Geography Coursework requirement.
5. Holding regular Geography departmental meetings where curriculum, resources and individual pupils are discussed. The minutes of these meetings should be kept and a copy given to the Deputy Head Academic.
6. Maintaining assessment records of all pupils and monitoring individual and general progress.
7. Organising trips, and other events of a Geographical nature to enhance the Curriculum.
8. Responsibility for overseeing the sustainability drive within the school. This includes running the Eco Club and overseeing the schools Green Flag status.

## TEACHING

1. To teach Geography and at least one other subject, as agreed with the Headmistress and Deputy Head Academic, to classes from U4 to U8. (Y4 – Y8).
2. To follow schemes of work, prepare termly plans and weekly lesson plans for his or her subjects linking to the National Curriculum at the appropriate levels as indicated by the Devonshire House Syllabus.
3. To take on the role of Form Tutor to a class as agreed with the Headmistress and Deputy Head Academic. To be responsible for the pastoral care of the children in that class, including the teaching of the school's PSHE syllabus.
4. To liaise with other teachers in parallel classes to ensure consistency across the curriculum.
5. To teach lessons at the times stipulated on the school timetable.
6. To maintain order and good discipline among pupils and safeguard their health and safety.
7. To set, mark and record work to be done in school and for homework.
8. To carry out all other duties, in and out of the classroom, including out of school activities and outings, care of the environment, display and overall care.
9. To make regular assessments of pupils' attainment and progress and enter pupils half termly grades on the academic database..
10. To write reports on pupils' attainment and progress twice per year.
11. To attend parents' evenings to discuss pupils' progress with parents.

## PROFESSIONAL DUTIES

1. To attend to any other matters as detailed in the Staff Handbook.
2. To attend staff meetings to discuss curriculum, pastoral and other matters.
3. To be familiar with and to follow guidelines as set out in the school staff policy documents, with particular reference to Health and Safety.
4. To attend weekly staff briefings.
5. To supervise, or, in other ways cover, the class or duties of a colleague on short-term absence.
6. To take assemblies on a periodic basis.
7. To promote a good standard of pastoral care.
8. To share in the pastoral duties on rota basis, e.g. break and lunchtime duties.
9. To attend other School Events in the course of the year such as Parents Evenings, School Fairs and Carol Concerts.
10. Periodically to review programmes of work and methods of teaching.
11. To attend courses to develop professional skills.

## GENERAL

1. To work in a co-operative, diplomatic and flexible manner.
2. To foster and maintain good working relationships, acting as a courteous, friendly and business-like member of the school team.
3. To maintain good practice in terms of staff attendance, discipline and professional attitude in the school.
4. To keep the Headmistress, Deputy Head Academic and Deputy Head informed of any relevant matters concerning pupils or staff.
5. To work with the administrative staff in order to ensure the smooth running of the school on a day-to-day basis and on special occasions.
6. To undertake such additional duties as might be reasonably requested by the Headmistress or other authorised person.

Elements of this job description may be re-negotiated periodically.