



Job Description:

Geography Teacher

Managed by:

The Headmaster

Reporting to:

The Head of Seniors

Ditcham Park School

Ditcham Park School is a unique, successful and thriving school situated in 16 acres of the beautiful South Downs National Park. The 380+ pupils, aged 2 ½ -16 benefit from a caring and supportive ethos and small classes. GCSE results are consistently very impressive and the School was graded 'Excellent' in a recent ISI Inspection.

The Geography Department

This successful department has enjoyed impressive and sustained success in GCSE public examinations for many years. Several of our alumni have gone on to study Geography at degree level. It is a popular option subject and should expect to run classes across two option blocks in each GCSE cohort. The school runs a three year GCSE programme for our pupils and so option subjects are chosen towards the end of Year 8. Although a one person department, our Year 7 Geography course is currently delivered by experienced non-specialist teachers and they are closely supported in their work by the Head of Department.

The Department is well resourced and its surroundings, in an area of Outstanding Natural Beauty, provide ample scope for field work.

Key purpose of Role

The Head of Geography is responsible specifically for the leadership and development of Geography throughout the School, ensuring that each pupil is positively encouraged to develop their potential to the full. The Head of Geography will be expected to work closely with colleagues across other curriculum areas. The Head of Department has a superb opportunity to build upon strong foundations that exist and create a vibrant and forward looking department that will attract pupils into its GCSE course.

The position is currently a .8 role but we would welcome applications from candidates who are able to offer a second subject and/or to offer teaching and leadership in other areas of the school which may allow us to offer a full time position. We have a thriving co-curricular life at the school and have developing strengths in areas of STEM, Sport, Creative Arts and Outdoor Education. An ability to contribute in one or more of these areas would be considered a strength in an applicant.

Specific Responsibilities

- Planning, implementing and reviewing the Geography curriculum.
- Ensuring that assessment is both regular and thorough and that full records of pupils are kept.
- Representing the department within the School in matters relating to the curriculum and management.
- Liaising with other departments in the School
- Cooperating with senior staff in developing links with feeder schools.
- Liaising with senior staff in matters concerned with discipline and matters relating to the timetable.
- Implementing the ongoing development of the subject area.
- Organising and attending field trips.
- Reviewing and developing practical work.
- Provision of extension activities, such as for the Gifted and Talented cohort.
- Providing appropriate support for SEN pupils.
- Providing academic support outside of lessons, such as revision classes.
- Bidding for and running the department budget.
- Managing the provision of textbooks and resources.
- Ensuring Health and Safety guidelines are followed.
- Ensuring that department classrooms present a stimulating environment.
- Providing information on Public Examination entries to the Examination Officer.
- Being available to provide advice and guidance on Examination Results Day.
- Implementing all School policies.
- Contributing to the spiritual, moral and cultural development of pupils.
- Within these specific responsibilities, the Head of Geography is expecting to foster a lively and enthusiastic atmosphere within the department for pupils.
- To oversee the progress and stocking of the Geography section of the library, working closely with the librarian over the purchase of new books.
- To organise trips and activities to enhance the teaching and learning of Geography within the school.

Additional Responsibilities

- To be available as a tutor to an assigned tutor group and to carry out related duties in accordance with the general job description of Form Tutor.
- To carry out a share of supervisory duties and detentions in accordance with published schedules.
- To participate in appropriate meetings with colleagues and parents relative to the above duties.
- To contribute to the PSHE programme when required.
- To attend whole school events e.g. Open Days.
- To provide cover and examination assistance as required.
- All staff are required to contribute to the Schools Extra-Curricular programmes.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances and employees will be consulted if this is necessary.

Personal Specification for all teaching appointments

In making an appointment at Ditcham Park School we look for the person who, at interview and by virtue of their qualifications, best demonstrate that he/she:

- is suitably qualified for the responsibilities of the post.
- has good interpersonal and communication skills with pupils and colleagues.
- has good listening skills and respect for all pupils.
- has the ability to form relationships and to motivate pupils.
- has the ability to generate enthusiasm for the work of the department.
- can demonstrate high standards in the necessary professional competencies required of teachers:
 - subject knowledge and application
 - classroom management
 - assessment, recording and reporting students' progress
 - teaching effectively throughout age and ability range
- has confidence to contribute their own ideas and initiatives to the philosophy of the School.
- is willing to be involved in the wider activities of the School.
- has a practical understanding of administrative demands.
- has a commitment to personal and professional development.

As with all School employees, it is the School responsibility to adhere to and ensure compliance with the School's Child Safeguarding Policy at all times, thus promoting

and safeguarding the welfare of children and young person's with whom he/she comes into contact.

If, in the course of carrying out the duties of the post, you become aware of any actual or potential risks to the safety or welfare of children in the School, you must report any concerns to the School's Designated Safeguarding Lead.

This position is subject to an enhanced DBS certificate in the event of a successful application.

In accordance with the Health and Safety at Work Act 1974 all employees have a duty to look after their own and other's health and safety. Ditcham Park School is an Equal Opportunity Employer.