



Thomas's Preparatory School, Battersea

Job Description for Acting Head of Geography General Professional Duties

The General Professional Duties of all Heads of Department in the Upper School include: -

1. TEACHING

- a) Writing, reviewing and updating Upper School Geography Schemes of Work.
- b) Preparing Long and Medium Term plans
- c) Planning for Inclusion (including catering for Gifted and Talented pupils).
- d) Teaching lessons at the times stipulated on the school timetable.
- e) Maintaining order and good discipline among pupils and safeguarding their health and safety.
- f) Setting and marking of work to be done in school and for homework.
- g) Liaising with the Head of Learning Needs, regarding pupils with diagnosed or suspected special educational needs.
- h) Providing a stimulating working environment in the classroom in terms of resources and display.
- i) Providing an opportunity for pupils to attend a weekly geography clinic
- j) Promoting the department and opportunities for pupils outside the classroom
- k) Maintaining of and contributing to the Department pages of the School's Online Learning Platform (TLP)
- l) Managing and maintaining the Department's resources including ICT resources

2. ASSESSMENT AND REPORTING

- a) Making regular assessments of pupils' attainment and progress.
- b) Assessing pupils and placing into sets best suited to their abilities
- c) Keeping records of pupils' progress.
- d) Assessing and marking internal examinations twice per year.
- e) Writing reports on pupils' attainment and progress
- f) Attending parents' evenings to discuss pupils' progress with parents.
- g) Providing written reports to senior schools e.g. 13+ Fieldwork assessment forms.
- h) Reporting on the subject annually at assemblies, and publishing in the School magazine

3. PROFESSIONAL DEVELOPMENT

- a) Periodically reviewing Teaching and Learning within the Department.
- b) Leading departmental meetings; keeping and publishing minutes of the outcome.
- c) Appraising and supporting teachers in the department
- d) Attending and arranging courses to develop professional skills within the department.
- e) Contributing to the School's 5 year Improvement Plan

4. STAFF MEETINGS

- a) Attending Whole School, Upper School and Heads of Department staff meetings to discuss curriculum, pastoral and other matters.

5. COVER

- a) Arranging teaching materials for lessons of an absent colleague on a short term basis
- b) Supervising lessons or covering duties on a short-term absence

6. PASTORAL CARE

- a) Being actively involved in promoting the well-being of pupils.
- b) Providing a role model for pupils in terms of personal standards of conduct, appearance and punctuality.
- c) Reporting any academic or behavioural problems to the Head of Year or Head of Upper School.
- d) Maintaining open lines of communication with parents.
- e) Attending school assemblies and church services
- f) Sharing in the pastoral duties on a rota basis e.g. break and lunchtime duties.

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.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times.

If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's child protection officer or to the Head.