

Swanshurst School

Name:
Job Title: Teacher of Geography
Job Description effective from: September 2019

Focus
- The learning of students in classes taught and in the tutor group

Job Purpose
- To ensure that students taught make **progress** equivalent to or better than expected on the basis of prior attainment data
- To ensure that students' **progress** is monitored and that appropriate measures are taken to address underachievement of groups and individuals
- To ensure that work with students underpins and promotes the school's **ethos and values** and reflects the 'Every Child Matters' priorities
- To ensure that within classes each student has an appropriate **personalised curriculum** enabling progression from year to year
- To ensure effective learning takes place through consistent, high **quality teaching** and innovative practice with respect to **pedagogy**
- To contribute to **curriculum** review to ensure it remains relevant in our changing world
- To demonstrate a commitment to subject and tutor teams and contribute to the **team** effort
- To demonstrate an understanding of, and commitment to the contribution of the curriculum and tutor teams to the work of the **whole school**

Accountable for
- The performance of students taught, collectively and individually, reaching or exceeding expectation based on prior attainment and predictive data
- Care and guidance of tutor group
- Promoting and safeguarding the welfare of children he/she is responsible for, or comes into contact with
- To ensure that the register is marked punctually and kept up to date as required by the law. All absence should be accounted for by notes from parents or guardians and any problems reported to the Head of the School or delegate.

Tasks

Student Progress
- Assess progress of students according to school and curriculum team policy, keeping records, providing regular feedback and encouraging students to take responsibility for their own learning
- Submit assessments to school secure zone, meeting deadlines in school calendar
- Complete students' reports for parents meeting deadlines in school calendar, ensuring they provide an accurate record of the progress of each individual and meeting high quality standards
- To ensure that the register is marked punctually and kept up to date as required by the law. All absence should be accounted for by notes from parents or guardians and any problems reported to the Head of the School or delegate.
- Analyse progress of individuals and groups to identify underperformance and remedy it
- Monitor students' progress in terms of personal development and instigate measures to address any identified concerns
- Communicate particular concerns to subject leader / head of year and, when necessary, parents and carers

Attitudes to Learning
- Establish a learning culture, encouraging students to understand that learning is a lifelong process and to take responsibility for their own learning
- Establish high expectations in terms of attendance, punctuality, behaviour and performance

- Highlight positive performance, recognise and reward students appropriately through the schools rewards and awards systems
- Complete registers every lesson, monitor attendance and punctuality of groups and individuals and take appropriate action to address any issues
- Utilise appropriate behaviour management strategies in lessons, following up any behaviour issues with students
- Follow school referral guidelines to ensure that subject leader/ head of year and other senior staff are informed or involved as appropriate
- Identify underperformance and establish underlying causes
- Instigate measures to address the causes of identified underperformance and monitor the effectiveness of those measures
- Promote positive attitudes to learning through curriculum delivery, display and all contacts with students
- Participate in opinion and attitude surveys and other means of ensuring that students have an effective voice with respect to their learning
- To contribute and assist as required to keep up to date the pupil records for each pupil in the form.

Ethos and Values

- Reflect and promote the school's ethos and values and the 'Every Child Matters' priorities through all work with students, both formal and informal

Teaching and Learning

- Plan lessons and sequences of lessons, ensuring learning is personalised to meet individual learning needs
- Utilise a range of appropriate teaching strategies to ensure that lessons have pace and variety
- Ensure that teaching reflects the diversity of backgrounds of students and promotes mutual respect
- Ensure that teaching caters for the full range of learning styles of students
- Ensure that assessment and attainment data informs teaching and that students understand how to improve and make progress
- Take responsibility for personal continuing professional development to ensure that knowledge and skills are kept up to date with respect to subject(s), pedagogy and curriculum developments plus wider school, local and national issue

Curriculum and Pedagogy

- Contribute to the development of the curriculum, programmes of study and schemes of work for both curriculum and pastoral teams
- Contribute to regular curriculum review to help maintain a relevant, stimulating and innovative curriculum provision
- Contribute to the sharing of good practice and innovation

Self-evaluation

- Participate in lesson observation and other measures to monitor delivery of learning outcomes and quality of teaching and implement measures to address any improvement issues identified
- Participate in the performance management process, identifying personal professional development priorities which will impact on students' learning
- Contribute to team review and evaluation and resulting development of the School Improvement Plan
- Contribute to self-evaluation data for internal school purposes and for external inspection

Whole School

- Have a working knowledge of teachers' professional duties and legal liabilities
- Represent the school in a manner consistent with its ethos and values
- Contribute to the whole school team effort to ensure that the school is a positive learning environment, respected by students and all users
- Maintain high professional standards throughout the school, contributing to the whole school drive for identification with the school's values and continuous improvement
- Contribute to whole school policy and practice development through team meetings, communication routes and consultative procedures
- To undertake any additional duties and responsibilities as may reasonably requested by the Headteacher.

Conditions of Employment

- The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time , also any local agreements, local authority circulars and guidelines giving interpretations of teachers' conditions of employment

Special Conditions

- A teacher on the main pay scale shall meet the performance standards as specified in the School Teachers' Pay and Conditions document
- A teacher on the upper pay scale shall, in addition, meet the performance post threshold standards as specified in the School Teachers' Pay and Conditions Document and make a substantial and sustained contribution to the school and demonstrate that they have 'grown professionally by developing teaching expertise.
- The duties required of a teacher under this job description shall be such as require the exercise of a teachers' professional skill and judgement

Review and Amendment

- This job description may be amended at any time following discussion between the head teacher and member of staff.

Line Management - Responsibility to:

- Required by the School Teachers Pay and Conditions Document to carry out the professional duties of a teacher under the reasonable direction of the Headteacher to the school and to report for the purpose of day to day line Management to Subject Leader and Head of Year
- Responsible for the management, direction and supervision as appropriate of designated employees in the classroom and other people as specified by the Headteacher.

Job Description issued by:

_____ Date:
(Signature of Head Teacher)

Copy received by: _____ Date:
(Signature of Teacher)

CLOSING DATE FOR RECEIPT OF APPLICATIONS 3.00 PM MONDAY 28TH JANUARY 2019