

# Job Description

Job Title	Teacher of Geography	Grade	MPS/UPS
School	Oaks Park High School		
Reports to	Curriculum Leader		
Responsible for	The provision of a full learning experience and support for students		
Liaising with	Senior staff; Pastoral Leaders and Team Leaders; relevant support staff; LEA staff and parent/carers		
Knowledge/Skills/Expertise			
<ul style="list-style-type: none"><li>• To deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.</li><li>• To monitor and support the overall progress and development of students as teacher/form tutor.</li><li>• To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</li><li>• Keep up to date with subject developments.</li><li>• Keep up to date with developments in pedagogy and how they can be applied to learning in the curriculum.</li><li>• Develop IT skills to ensure that they can be integrated into the department at all levels.</li><li>• Be committed to your own development.</li><li>• Attend relevant INSET courses as appropriate.</li></ul>			
Main duties and responsibilities			
<p>Teaching:</p> <ul style="list-style-type: none"><li>• Teach students according to their education needs, including the setting and marking of work to be carried out by the student in school and elsewhere.</li><li>• Assess, record and report on the attendance, progress, development and attainment of students and keep such records as are required.</li><li>• Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li><li>• Ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.</li><li>• Undertake a designated programme of teaching.</li><li>• Ensure a high quality learning experience for students, which meets internal and external quality standards.</li><li>• Prepare and update subject materials.</li><li>• Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.</li><li>• Maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li><li>• Undertake assessment of students as requested by external examination bodies, departmental and school procedures.</li><li>• Mark, grade and provide written/verbal and diagnostic feedback as required.</li><li>• Promote high standards of teaching and learning throughout the department.</li><li>• Implement the School's Behaviour Policy as required.</li></ul>			
Staffing/Personnel:			

- Participate in the school's Performance Management arrangements as a key stage leader.
- Ensure that the department supports the school programmes for ECTs.
- Assist the Team Leader in making appropriate arrangements for classes when staff are absent.

#### **Supporting the School**

- Contribute to the development of school policy.
- Ensure representation of the department on school working parties.
- Represent the department at appropriate meetings within the school.
- Be responsible for the strategic development of the subject within the school.
- Contribute to school liaison and marketing activities, eg. material for prospectuses and attendance at Open Evenings.
- Attend all Parents' Evenings as appropriate.

#### **Health and Safety**

- Ensure that Health and Safety Policies and Procedures are followed.

#### **Pastoral System**

- Act as a form tutor and carry out the duties associated with that role in the generic job description.

#### **Additional duties**

- Play a full part in the life of the school community.
- Any other duties as requested by the Headteacher

*The job description is current at the date shown, but in consultation with you may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and the job title.*

## Person Specification

Job Title	Teacher of Geography	Grade	MPS/UPS
School	Oaks Park High School		
<b>Education and Qualifications:</b> <ul style="list-style-type: none"><li>● Relevant degree</li><li>● PGCE or equivalent</li><li>● QTS status</li><li>● Appropriate academic qualifications</li></ul>			
<b>Experience/Knowledge/Skills:</b> <ul style="list-style-type: none"><li>● Understanding of the requirements for high quality teaching.</li><li>● Ability to use ICT in all aspects of your work.</li><li>● Ability to fulfil the requirements of a form tutor.</li><li>● Good interpersonal skills.</li><li>● Excellent communication skills and an ability to relate to people at all levels.</li><li>● Excellent administration skills and an ability to meet deadlines.</li><li>● Ability to work collaboratively with a wide range of groups.</li></ul>			
<b>Personal Attributes:</b> <ul style="list-style-type: none"><li>● Commitment to working as part of a team.</li><li>● Commitment, enthusiasm and willingness to work hard.</li><li>● Ability to deal sensitively with pupils, parents and colleagues.</li><li>● Ability to represent the school in wider networks.</li><li>● Be passionate about teaching Geography and its role in the wider world.</li><li>● Possess a can do attitude.</li><li>● Relentless in finding ways to remove any barriers to success</li><li>● Excellent communication skills and evidence of being able to build and sustain effective working relationships with staff, students and parents</li><li>● Commitment to the protection/safeguarding of all students: Self-reflective practitioner who always seeks to improve. Willingness to contribute to the extracurricular life of the school.</li></ul>			