



Highams Park School

An independent state funded Academy

Principal - Mr N Armsby BA (Hons) MA, NPQH

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Post Title:	GEOGRAPHY TEACHER
Salary / Grade:	MPS / UPS
Responsible for:	TEACHING GEOGRAPHY
Responsible to:	HEAD OF GEOGRAPHY
The professional duties of teachers, (other than the principal) are set out in the school teachers pay & conditions document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below.	
Purpose: To teach Geography	
MAIN (CORE) DUTIES Teaching Geography to KS3 –KS5 as required. General teaching duties as expected for a Classroom Teacher.	
Teaching and Learning <ol style="list-style-type: none">1. Teach Geography to KS3 –KS5 as required.2. Contribute to the Department's bank of resources for the teaching of Geography and assist in the production of materials which consider students of all abilities and levels.3. Contribute to the drawing up, evaluation and reviewing of Schemes of Work in relation to Key Stages 3, 4 & 5.4. Plan and evaluate work in accordance with departmental policy.5. Work effectively with colleagues, providing support and help as required.6. Build positive working relationships with students in your care, implementing the school's rewards and sanctions consistently.7. Contribute to extra-curricular activities within the department, including accompanying educational visits.	
Assessment, Recording and Reporting <ol style="list-style-type: none">1. Maintain records of achievement and progress of all students in accordance with the statutory requirements and the departmental policy.2. Mark and return work set, including homework, in line with school and departmental policy.3. Adhere to the school's Assessment and Marking Policy.4. Complete student data entry and reports in line with school policy.5. Attend Parents' Evenings as required and keep students and parents informed about current performance and ways in which to improve.	
Tutor Role <ol style="list-style-type: none">1. Undertake responsibility for a tutor group2. Monitor, and set targets for, the social and academic progress of all students in the tutor group3. Build positive relationships with the students in the tutor group4. Ensure effective liaison with parents of students in your tutor group	
Any other reasonable duties as directed by the Principal.	