



## RICKMANSWORTH SCHOOL

### JOB DESCRIPTION

<b>Post Title:</b>	Geography Teacher
<b>Salary:</b>	MPS/UPS incl. Fringe Allowance
<b>Hours:</b>	0.6 FTE
<b>Responsible to:</b>	Head of Department

#### Main Purpose of Role:

- To support the Head of Department and Senior Leadership Team in meeting whole school priorities and realising the School's shared vision.
- To deliver well-prepared, high quality and engaging lessons across all key stages.
- To ensure that all students make good progress in line with the School's expectations.
- To fulfil the duties and expectations of a member of staff at the School.
- Support the Department in extra-curricular provision.

#### Teaching and Learning

- Teach at the times and places as designated by the School timetable.
- Teach students using a variety of teaching and learning strategies, ensuring that lessons are stimulating, differentiated and delivered at pace.
- Be responsible and accountable for the learning and progress of all students taught.
- Set homework for all students according to the homework timetable and ensure that this is marked and recorded in line with School policies.
- Assess students' progress regularly in line with the School policy.
- Recording of assessments data when and where appropriate to ensure that department and faculty leaders can appropriately set students and plan for intervention where required.
- Provide feedback to parents for each student taught through the School's reporting system and parents' consultation evenings.
- To contribute to department planning for teaching and learning; this includes writing schemes for learning or long-term plans, and creating and sharing resources.

#### Communication

- Liaise with the appropriate person (Subject Leader, Form Tutor, Director of Learning, SENCO etc.) if a student's achievement or behaviour becomes a cause for concern. In the latter case following the agreed procedures in the School's Behaviour Policy.
- Respond to requests for information (for example, updates on behaviour or academic progress) about particular students, as necessary.
- Work with Learning Support Assistants and Technicians as necessary to ensure that all students have the best possible opportunity to learn.
- Attend Parents' Consultation Evenings and other meetings set out in the directed time calendar.
- Maintain an accurate register of students in lessons and form tutor times.
- Disseminate on appropriate information to students from the Student Bulletin and other sources

#### Tutoring

- Monitor the overall academic progress of each student in your tutor group.
- Ensure that students are aware of and follow the School's Behaviour Policy, Code of Conduct and that students are aware of the behaviour expectations, rewards and sanctions.
- Monitor, regularly, that uniform requirements and standards of students' personal appearance are adhered to, taking appropriate action when necessary.

- Promote strategies for good personal organisation and homework completion. Receive and initial student absence letters and then pass these on to reception via the register.
- Be the first point of contact for parents and teachers for matters relating to members of the tutor group.

### **General Duties**

- Take part in the School's appraisal process.
- To ensure that principles of equality are followed at all times in relationships with staff and students.
- To carry out supervisory duties before and after school and at break-time in accordance with the published rota.
- Adhere to all School policies and procedures.
- Work towards meeting the School aims and ambitions as set out in the Strategic Plan, School Development Plan and Department Development Plan.
- Undertake any reasonable duties related to the job purpose and within the remit of the conditions of service set out in the School Teacher's Pay and Conditions document.
- Play an active role in the School's self-evaluation process.
- Work within the School's Health and Safety policy and safeguarding Code of Conduct to help create a safe working environment for staff, students and visitors.
- To ensure that at all times you are aware of and adhere to the Teachers' Standards and that you seek to actively engage with your learning and development as a teacher.

*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 job title. The successful candidate must have a commitment to safeguarding, promoting the welfare of children and young people and uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination.*

*Applicants must declare any criminal convictions and submit to a check with the Disclosing and Barring Service as the post is exempt from the Rehabilitation of Offenders Act 1974.*

## Person Specification: Geography Teacher

E Essential

D Desirable

A Application process

I Interview process

<b>Experience:</b>	<b>Essential/ Desirable</b>	<b>Assessed via?</b>
Excellent teaching skills	E	A/I
Ability to teach geography and to KS5	D	A/I
Evidence of continuing professional development	D	A
Ability to use ICT and new technologies to support learning	D	I
<b>Qualifications and Training:</b>		
Degree in related subject	E	A
PGCE or equivalent	E	A
DfE recognised teaching qualification	E	A
<b>Knowledge:</b>		
Up to date knowledge of 11 – 19 curriculum	E	A/I
Excellent knowledge of subject and the way that students learn it	E	I
Clear rationale for the value of their subject within education and the wider community	D	I
<b>Aptitudes:</b>		
Skilled classroom practitioner	E	I
Highly effective communication skills	E	A/I
Ability to form strong working relationships	E	I
Capacity and willingness to evaluate own and others performance	D	I
Willingness to innovate and develop self and others	E	I
The ability to develop strong relationships with all students	E	A/I
Willingness to contribute to the wider life of the School	E	I
Willingness to contribute to extra-curricular work	E	A/I
High expectations of students and their behaviour	E	A/I
<b>Values:</b>		
The belief that every student can and will achieve their very best	E	A/I
Good organisational skills	E	A/I
Highly motivated and willing to go beyond the confines of the classroom to “give more” to the students	E	I
Ability to work to deadlines and manage pressure	E	A/I
Record of good attendance and punctuality	E	A
<b>Safeguarding and welfare of the School community:</b>		
The ability to maintain appropriate relationships with all members of the School community	E	A/I
The ability to manage student and colleagues behaviours in a positive way	E	A/I
Be clear on their motivation to work with young people	E	I
Uphold the values as set out in the School’s Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination	E	A/I