



HYLANDS SCHOOL

Teacher of Geography

Job Description





Teacher of Geography

Job Description

Job Title:	Teacher of Geography
Pay Scale:	Teachers Main Scale
Responsible to:	Head of Department/Key Stage Co-ordinators/SLT/Head of School
Responsible for:	Teaching and Learning in your subject area/s. Inspiring, Challenging and supporting students in all aspects of Teaching, Learning and Assessment in order that they Achieve their academic potential.
Location of work:	Hylands School, Chelmsford, CM1 3ET
Hours and working pattern:	Monday-Friday
Contract type:	Fixed Term

Job Purpose

- To fulfil the Professional Standards for Teachers, in the context of being a teacher of Geography as part of a subject team and as a Form Tutor as part of a Year Team
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate
- To monitor and support the overall progress and development of students as a teacher and as a Form Tutor, if applicable, including their wellbeing and character
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To contribute to raising standards of student progress and attainment
- To share and support the school to provide opportunities for all students

Key Responsibilities

- To ensure a high quality learning experience for students which meets internal and external quality standards
- To work with the line manager and SLT to establish effective monitoring and evaluation of Teaching, Learning and Assessment
- To ensure effective Behaviour for Learning in accordance with the school's procedures and policies, and to encourage good practice with regard to punctuality, behaviour, standards of work, presentation and independent study
- To plan, using support from the Key Stage Coordinators or Subject Leader, lessons for the effective teaching of students according to their educational needs, including the setting and marking of differentiated work to be carried out by the student in school and elsewhere
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and group of students
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
- To mark and give written/verbal and diagnostic feedback as required to ensure progress
- Make full and effective use of both whole school and departmental rewards systems
- To actively attend and engage in CPD to ensure the embedding of whole school initiatives and teaching, learning and assessment practices

Curriculum

- Share in the implementation and preparation of teaching and review of subjects to take full account of all statutory and National Curriculum requirements
- Promote a positive ethos within the subject area by example and ensure a stimulating, organised and tidy environment for learning
- Develop and maintain an up to date knowledge and understanding of the subject specialism
- To assist the subject lead/Key Stage Coordinators to identify resource needs and to contribute to the efficient/effective use of physical resources
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students
- To contribute to the Curriculum area/Department's development plan and implementation

- To contribute to educational enhancement activities
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

Communications

- To communicate effectively with the parents of students, students, staff and other stakeholders effectively
- To take part in marketing and liaison activities such as Open Mornings, Parents evenings, liaison events with partner schools etc

Staff Development and Wellbeing

- To take part in the school's CPD programme
- To continue personal development including subject knowledge and teaching methods
- To engage actively in the Performance Management Review process
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school

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Care, Guidance and Support

- To be a Form Tutor to an assigned group of students and to contribute to morning tutor time and fortnightly tutor periods and other tutor based curriculum activities
- To promote the general progress and well-being of individual students and of the Tutor Group
- To liaise with Pastoral Support Managers to ensure the implementation of the Pastoral system
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life



- To evaluate and monitor the progress of students and keep up-to-date student records
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
- To communicate with the parents of students and with bodies outside of school concerned with the welfare of individual students, after consultation with the appropriate staff
- To apply the Behaviour for Learning Policy so that effective learning can take place
- Be the first point of contact for parents/carers of students in the form
- Monitor attendance of students in the form

General Responsibilities

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Health and Safety and Safeguarding

- Have due regard for the school Health and Safety policy and Safeguarding policy and any such issues particular to their subject
- Follow school procedures for reporting Health and Safety incidents or near misses
- Familiarise yourself with fire regulations and procedures
- Have due regard for student safety and report any concerns to the appropriate school body
- Complete relevant annual TKAT on-line training courses

Notes

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply



with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Signed: _____ Post Holder
_____ Line Manager
_____ Head of School