

**CHILDREN’S SERVICES**

**JOB DESCRIPTION**

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| **Post Title:** | **Teacher of Geography (Maternity cover)** |
| **Job purpose:** | * To carry out the professional duties of a school teacher, as set out in the current School Teachers’ Pay and Conditions Document (STPCD), under the direction of the Head Teacher.
* To teach a broad, balanced, relevant and differentiated curriculum.
* To monitor and support the overall progress and development of pupils as a class teacher and Form Tutor.
* To create a learning environment that provides pupils with the opportunity to achieve their full potential.
* To contribute to the raising of standards of achievement both within the department and across the school.
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| **Reporting to:** | Head of Department/Head of Subject |
| **Responsible for:** | No line management responsibility |
| **Salary:** | MPS/UPS |
| **Working Hours:** | Full time |
| Disclosure level: | Enhanced |

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| **Teaching and Learning** |
| * Set high standards and expectations for all pupils.
* Motivate and challenge pupils through inspiring teaching.
* Ensure good progress and good outcomes for all pupils.
* Demonstrate good subject and curriculum knowledge, including exam specifications at GCSE.
* Prepare pupils for internal and external assessments and examinations.
* Organise lessons effectively to ensure high-quality learning.
* Use short-term data to inform lesson planning, in order to meet the needs of all pupils.
* Mark pupils’ classwork and homework in line with school policy and set regular homework.
* Assess, record and report on the attendance, progress, development and attainment of pupils, as required.
* Provide, and contribute to, oral and written assessments and reports for individual pupils and groups of pupils.
* Ensure that the contribution to Reading, Writing, Communication and Maths and Social, Moral, Cultural and Spiritual development are reflected in lesson planning and delivery.
* Prepare and update teaching resources as appropriate.
* Use a variety of teaching styles that stimulate pupils and enhance their learning experience.
* Maintain good discipline, in accordance with school procedures, and encourage good behaviour for learning and high standards of classwork and homework.
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| **Strategic/Operational Planning** |
| * Assist in the development of resources, schemes of work and teaching strategies, both within the subject area and across the curriculum.
* Contribute to the objectives in the departmental development plan.
* Plan and teach well-structured lessons that meet the needs of the pupils.
* Contribute to the design and implementation of an engaging curriculum within the relevant subject area.
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| **Curriculum Provision**  |
| * Assist the Head of Department/Second in Department in ensuring that the subject area provides a range of teaching and learning experiences in line with the school’s strategic objectives.
* Assist in the process of curriculum development to ensure the continued relevance to the needs of students, examining and awarding bodies and the school’s mission and strategic objectives.
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| **Staffing** |
| * Take part in the school’s staff development programme by participating in further training and professional development.
* Continue own professional development in the relevant areas, including subject knowledge and teaching methodology
* Engage actively in the appraisal process.
* Ensure the effective/efficient deployment of classroom support and resources.
* Work as a member of a designated team and contribute positively to effective working relations.
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| **Quality Assurance**  |
| * Contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria, and to modify and implement, where required
* Review methods of teaching and schemes of work.
* Take part, as required, in the review and development of activities relating to the department and wider school.
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| **Management** |
| * Maintain appropriate records and provide relevant accurate and up-to-date information in the school’s MIS, i.e. registers, logging of behavioural incidents etc.
* Complete the relevant documentation to assist in the tracking of pupil progress.
* Track pupil progress and use information to inform teaching and learning.
* Assist the Head of Department/Second in Department to identify resource needs and to contribute to the efficient/effective use of resources.
* Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the pupils.
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| **Communication and Liaison** |
| * Communicate effectively with the parents, as appropriate.
* Follow agreed policies and protocols for communication
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| **Pastoral System** |
| * Be a Form Tutor.
* Promote the general progress and well-being of individual pupils and of the Tutor Group as a whole.
* Liaise with the Head of Learning to ensure the implementation of the school’s pastoral system.
* Register pupils, accompany pupils to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
* Contribute to the preparation of action plans and progress files and other reports and references.
* Alert the appropriate staff to any pastoral issues experienced by pupils.
* Communicate, as appropriate, with parents and carers and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff.
* Apply the school’s behaviour management systems so that effective learning can take place.
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| **School Ethos** |
| * Play a full part in the life of the school community, upholding its values and setting a professional example at all times.
* Actively promote all of the school’s policies.
* Comply with the school’s health and safety policies and undertake risk assessments as appropriate.
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| Staff will be expected to undertake any duty as specified by School Teachers’ Pay and Condition Documents not mentioned above.Staff are expected to show professionalism at all times |

**Hebburn Comprehensive School is committed to the safeguarding and well-being of young people. All appointments are made subject to safer recruitment checks, including an enhanced DBS.**

**Please note that online checks are now part of safer recruitment.**