# Job Description

### Our teachers at Trinity will:

* Responsible to the Headmaster, SMT and the Subject leader.
* To be an outstanding classroom practitioner by consistently planning and delivering outstanding lessons that will allow stimulating and enjoyable learning to take place.
* Secure strong subject knowledge and keep your teaching skills up to date.
* Set high expectations which inspire, motivate and challenge pupils.
* Adapt teaching to respond to the strengths and needs of all pupils.
* Make accurate and productive use of assessment.
* Contribute to the development of policies and Schemes of Learning as requested.
* Ensure that the school’s quality assurance procedures are followed.
* Mark, assess and report on pupils’ achievement and maintain accurate records as stated in our school’s policies.
* Maintain an orderly classroom environment including neat storage and learning centred display.
* Meet deadlines for reports, marking, submission of assignments and assessment data.
* Prepare pupils for examinations and take part in moderation or standardisation exercises as required by the school or the examination boards.
* Provide a welcoming environment to visitors and respond within 24 hours to telephone calls and within 7 days to written correspondence.
* Ensure that all classes are taught according to school policy and that National Curriculum and examination syllabus regulations are carefully followed at all times.
* To attend regular department meetings and to liaise with the relevant staff to ensure that they are kept up to date with key issues.
* To participate in the programme of after school revision classes according to department requirements.
* To ensure the effective and efficient deployment of classroom support.
* To complete reports to parents/carers on students’ attainment and progress in line with the school’s procedures.
* To provide students with regular “formative” feedback to help them raise their attainment.
* Set high expectations for all students and promote the development of student resilience, confidence and intellectual curiosity.
* Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
* To attend all evenings (where relevant) that are held, to inform parents of school provision, intervention, student progress or pastoral care.

**KS3 Geography co-ordinator**

Overall, in conjunction with the Head of Department the KS3 Coordinator is responsible for maintaining the highest academic standards at KS3 and leading on developments to enhance the quality of the curriculum and teaching and learning. Specifically this will include:

* To update schemes of work and to develop differentiated resources which can be used by all staff.
* To monitor underachievement, in particular G&T/FSM/SEN students. To follow up any issues of concern and inform HOD.
* To put in place strategies to tackle underachievement within KS3 classes and to monitor this group’s progress by liaising with class teachers and HOD.
* To quality audit KS3 books across the department half termly and report on this to HOD. To follow up any concerns identified.
* To complete a learning walk of KS3 classes termly and complete a proforma on the walk.
* To provide mid-year and end of year examination analysis reports for KS3. From these reports to identify underachievement and to produce an action plan for the department to implement.
* To coordinate the preparation of tests/exams and mark schemes for KS3 classes.
* To attend KS3 meetings and to work with the KS3 lead coordinator to disseminate information within the department and to implement it within classroom teaching and learning activities.
* To be responsible for ordering stationery for lower site.
* To maintain displays in Room 10.
* To provide a termly report to HOD on all of the above matters.

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