

**GATEACRE SCHOOL**

# JOB DESCRIPTION

**TITLE OF POST:** Teacher of Geography

**GRADE OF POST:** Main Pay Scale - Upper Pay Scale

**ACCOUNTABLE TO:** Head of Geography/Assistant Headteacher

**REPORTS TO:** Head of Geography/Assistant Headteacher

**PURPOSE OF JOB:** To teach geography, across all key stage groups ensuring that pupils achieve their full potential.

The post holder must, at all times, carry out his or her duties and responsibilities in accordance with the aims of the School and in such a manner as to enhance the good reputation of the School.

**Main Activities and Responsibilities:**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and Teachers Conditions of Service (Burgundy Book).

1. To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students.
2. To maintain an up-to-date knowledge and understanding of the requirements of the geography curricula.
3. To monitor and support the overall progress and development of students as a teacher/ Form Tutor.
4. To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
5. To contribute to raising standards of student attainment.
6. To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
7. To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
8. To maintain discipline in accordance with the school’s procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
9. To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
10. To mark, grade and give written/verbal and diagnostic feedback as required.
11. To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Department.
12. To plan and prepare courses and lessons.
13. To track student progress and use information to inform teaching and learning.
14. To communicate effectively with the parents of students as appropriate.
15. To take part in liaison activities such as open evenings, parents’ evenings and review days.
16. To contribute to the development of effective subject links with external agencies.
17. To assist the Head of Geography to identify resource needs and to contribute to the efficient/effective use of resources.
18. To be a Form Tutor to an assigned group of students.
19. To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
20. To register students, accompany them to assemblies, encourage their full attendance and punctuality at school and in all lessons and their participation in other aspects of school life.
21. To be alert to the signs of abuse, and respond promptly in line with the Safeguarding and Child Protection Policy. This includes recognising signs of abuse – physical, emotional, sexual and neglect as well as Child Sexual Exploitation (CSE), Bullying including cyberbullying, Teenage relationship abuse, Extremism and Radicalisation including Prevent and Channel, Operation Encompass (Domestic Violence), Drugs, Fabricated or induced illness, Faith abuse, Forced Marriage (FM), Female Genital Mutilation (FGM), Gangs and youth violence and gender based violence, Mental Health, Private Fostering, Sexting, Trafficking, Children Missing Education.
22. To follow all school policies (available on the ‘P’ drive), in particular, those on Child Protection/Safeguarding and Health and Safety.

**Date of issue:** February 2024



**GATEACRE SCHOOL**

**Person Specification for the post of Teacher of Geography**

|  |  |
| --- | --- |
| **A. Qualifications for POST** | **Method of testing** |
| Geography graduate with QTS  Geography secondary trained | Application |
| **B. Experience/Abilities/Skills** |  |
| 1. Ability to teach geography to a high standard to all abilities and ages. 2. Ability to work as part of a team. 3. The ability to make a contribution to the extra- curricular life of the school. 4. Up-to-date knowledge of teaching issues. 5. Excellent subject knowledge 6. Experience of monitoring the quality of pupils work and setting appropriate challenges to assist learning 7. High professional standards 8. Ability to work under pressure and manage competing priorities 9. The ability to deliver high quality reports to a diverse range of stakeholders 10. Excellent communication skills 11. Excellent ICT skills and evidence of their use in teaching to raise standards 12. Well developed inter-personal and social skills and be able to develop and maintain effective working relationships with colleagues, pupils and parents/carers 13. The ability to manage challenging behaviour in a firm and consistent manner 14. Ability to interpret data relating to pupil performance and be able to translate this into successful teaching and learning strategies 15. Excellent attendance/ punctuality record. | Observation  Application/  Interview/  References |