



Academies Enterprise Trust

Job Description

Job Title: Teacher of Geography

Location: Greensward Academy, Hockley

Hours of work: Full Time

Reports to: Director of Humanities

Responsible for:

The provision of a full learning experience and support for students in Geography.

Liaising with:

The Principal

Vice-Principals

Directors of Learning

Heads of Year

Teachers, relevant Educational Support Staff, external agencies and parents.

Duties:

To carry out duties of an Academy teacher as is set out in The Pay & Conditions Document 2018 subject to any amendments due to government legislation.

Working time:

195 days per year. Full time.

Professional development:

1 full day on first day of the academic year and then 22 ½ hours CPD after or out of Academy hours.

Allowance Attached to the Post:

N/A

Disclosure Level:

Enhanced

PPAs:

10% of a full timetable.

Purpose of the Role:

- 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 Form Tutor.
- 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 attainment.
- To share and support the Academy's responsibility to provide and monitor opportunities for personal and academic growth.

Responsibilities:

ASSISTANT TEACHER RESPONSIBILITIES

Operational/Strategic Planning

- 1.1 To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies.
- 1.2 To contribute to the development plan and its implementation.
- 1.3 To plan and prepare courses and lessons.
- 1.4 To contribute to the whole Academy's planning activities.
- 1.5 To follow the Academy policies and procedures e.g. Equal Opportunities, H&S, COSHH, etc.

Curriculum Provision

- 2.1 To ensure the delivery of an appropriate, comprehensive, high-quality and cost –effective curriculum programme which complements the Academy's strategic objectives.

Curriculum Development

- 3.1 To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the Academy's Mission and Strategic Objectives.

Human Resource Management

- 4.1 To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
- 4.2 To continue personal development in the relevant areas including subject knowledge and teaching methods.
- 4.3 To engage actively in the Performance Management Review process.
- 4.4 To ensure the effective/efficient deployment of classroom support.

- 4.5 To work as a member of a designated team and to contribute positively to effective working relations within the Academy.

Quality Assurance

- 5.1 To help to implement Academy quality procedures and to adhere to those.
- 5.2 To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed Academy policies and procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- 5.3 To review from time to time methods of teaching and programmes of work.
- 5.4 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 Academy.

Management Information

- 6.1 To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- 6.2 To complete the relevant documentation to assist in the tracking of students.
- 6.3 To track student progress and use information to inform teaching and learning.

Communications

- 7.1 To communicate effectively with the parents of students as appropriate.
- 7.2 To communicate and co-operate with persons or bodies outside the Academy as appropriate.
- 7.3 To follow agreed policies for communications in the Academy.

Marketing and Liaison

- 8.1 To take part in marketing and liaison activities such as Open Evenings Parents Evenings, and liaison events with partner schools.
- 8.2 To contribute to the development of effective subject links with external agencies.

Management of Resources

- 9.1 To contribute to the process of the ordering and allocation of equipment and materials.
- 9.2 To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit the Academy, curricular area and the students.
- 9.3 To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, curricular area and the students.

Pastoral System

- 10.1 To be a Form Tutor to an assigned group of students.
- 10.2 To promote the general progress and well-being of individual students and the Tutor Group as a whole.
- 10.3 To liaise with the relevant Heads of Year to ensure the implementation of the Academy's pastoral system.
- 10.4 To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life.
- 10.5 To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- 10.6 To contribute to the preparation of Action Plans and progress files and other reports.
- 10.7 To alert the appropriate staff to problems experienced by students.
- 10.8 To communicate as appropriate, with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff.
- 10.9 To contribute to PSHE and promote British values according to Academy policy
- 10.10 To apply the behaviour management policy so that effective learning can take place.

Teaching

- 11.1 To teach, students according to their educational needs, including the setting and marking of all classwork and coursework carried out by students in the Academy and elsewhere.
- 11.2 To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- 11.3 To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- 11.4 To ensure that Literacy and Numeracy are reflected in the teaching/learning experience of students.
- 11.5 To undertake a designated programme of teaching.
- 11.6 To ensure a high quality learning experience for students which meets internal and external quality standards.
- 11.7 To prepare and update subject materials.
- 11.8 To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- 11.9 To maintain discipline in accordance with the Academy procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- 11.10 To undertake assessment of students as requested by external examination bodies, curriculum areas and Academy procedures.
- 11.11 To mark, grade and give written/verbal and diagnostic feedback as required.

Personal Responsibilities

- 12.1 To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- 12.2 To support the Academy in meeting its legal requirements for worship.
- 12.3 To actively promote Academy policies and procedures.
- 12.4 To comply with the Academy's Health & Safety policy and undertake risk assessments as appropriate.
- 12.5 To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- 12.6 To undertake duties before Academy, at break, at the end of the lunch period and after Academy on a rota basis.
- 12.7 To attend calendared meetings punctually.
- 12.8 To set cover work for known absences.

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the Teaching Staff Handbook.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Teachers' Pay and Conditions.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive

6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

Job Title: Teacher of Geography

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> • A good honours degree or equivalent and QTS. 	<ul style="list-style-type: none"> • A good honours degree or equivalent and PGCE. • Evidence of further subject-based professional development.
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> • Evidence of good classroom practice that has secured consistently excellent levels of student achievement. • Good understanding of effective and engaging teaching methods. • The ability to engage, enthuse and motivate students. • The ability to deliver dynamic and exciting lessons. 	<ul style="list-style-type: none"> • Experience of the use of ICT to enhance the teaching and learning process.
Skills	Raising Achievement	<ul style="list-style-type: none"> • An understanding of the use of assessment to inform planning. 	<ul style="list-style-type: none"> • Evidence of improved student outcomes. • The ability to monitor student progress through the use of ICT.
	Planning	<ul style="list-style-type: none"> • The ability to plan lessons and sequences of lessons with clear objectives to ensure progression for all students. • The ability to set consistently high expectations for all students through class work and homework. 	<ul style="list-style-type: none"> • A willingness to be involved in extended curriculum opportunities in the subject area. • The ability to manage time effectively and prioritise work.

	Abilities	<ul style="list-style-type: none"> ● Highly motivated. ● Respond well to a challenge. ● Maintain high professional standards. ● Excellent communication skills. ● Commitment to own professional development. 	
Special Requirements		<ul style="list-style-type: none"> ● Successful candidate will be subject to an enhanced Disclosure and Barring Service Check ● Right to work in the UK ● Evidence of a commitment to promoting the welfare and safeguarding of children and young people 	