Staindrop School

# *An Academy*

Headteacher Mrs A Carr B Ed, M Ed, NPQH

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Company Number 07695172

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| **Job Description**  **The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment** | |
| **Summary of the role:** | **Job Title** Teacher  **Departments:** Geography  **Location:** Staindrop School an Academy  **Job Purpose**: To teach Geography 11-16  **Reporting Line:** SLT Link  **Hours:** Full time  **Salary:** MPS - UPS  **Role Summary:** To teach Geography throughout the school  The post holder would also take Responsibility for  a tutor group.  Further details on the Department and the School can be found in the attached information |

**Your Professional Duties**

You are expected to act in accordance with the aims, policies and administrative procedures of the School

**Specific Duties and Responsibilities**

**A. Teaching**

 Uphold high standards of preparation, teaching and discipline.

 Support the work of the Departments to ensure the highest possible levels

of achievement

 Plan lessons in accordance with schemes of work

 Contribute to the development, evaluation and monitoring of policies,

syllabuses and schemes of work

 Liaise with relevant colleagues on the work for collaborative delivery

 Track prior levels of attainment and maintain up-to-date records

 Set and mark examinations and other forms of assessment

 Use ICT within the curriculum Contribute to departmental activity beyond the curriculum

 Establishing high and appropriate expectations for learning, motivation and presentation of work

**B. Assessment, Recording and Reporting**

 Maintain plans of lessons undertaken and records of work completed

 Set and mark homework in accordance with school policy

 Provide constructive oral and written feedback, with clear targets

 Report on pupil progress in line with School policy

 Keep parents informed of progress at parents’ evenings, and as

appropriate

**C. Pastoral Care**

 Be conversant with, and apply, the School’s safeguarding policy

 Perform the duties of a tutor in line with school expectations

 Promote good attendance and monitor it

 Promote the general progress and well-being of students in your care

**D. Professional Standards**

Adhere at all times to Teacher Standards

 Support the aims and ethos of the School

 Treat all members of the School community with respect and consideration

 Treat all students fairly, consistently and without prejudice

 Set a good example in terms of appropriate dress, punctuality and attendance

 Participate fully in the School’s extracurricular programme

 Take responsibility for personal professional development within the School’s CPD and Appraisal

programme

 Attend all departmental and staff meetings as required

 Attend Parents‘ Events

 Ensure that all deadlines are met as published in the School calendar

 Take responsibility for matters relating to health and safety

 Undertake duties that may be reasonably assigned by the Headteacher

(directly or indirectly)

Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies. These details may be amended at any time by agreement, but in any case will be reviewed through the Appraisal process.

**You may also be required to undertake such other comparable duties as the School required from time to time**

**Person Specification**

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

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|  | **Essential**  ***These are qualities without which the Applicant could not be appointed*** | **Desirable**  ***Extra qualities which can be used to differentiate applicants*** | **Method of assessment** |
| **Qualifications** | **Honours degree in Geography or an appropriate related subject from a recognised university. PGCE/QTS** |  | **Certificates** |
| **Experience** |  | **Experience of teaching at secondary level including GCSE** | **Application form and references** |
| **Skills** | * **Ability to teach at all levels up to and including GCSE** * **Proficiency in ICT** * **Excellent oral and written communication skills** * **Excellent interpersonal skills** * **Ability to priorities and well organised** | * **A Clean driving licence** * **Ability to contribute to the school’s extra-curricular programme** | **Application form, references and interview (including observed lesson)** |
| **Knowledge** | * **Awareness of exam syllabuses and requirements** * **Awareness of appropriate teaching strategies** * **Awareness of safeguarding and pastoral issues** * **Appreciation of the ethos of the school** | **Experience of teaching AQA Spec A**  **Experience of marking GCSE questions** | **Application Form and Interview** |
| **Personal competencies and qualities** | * **A passion for the subjects and education** * **Commitment to professional development** * **Calmness under pressure** * **Resilience, commitment and confidence** * **Both independent and happy within a team** * **Flexible, adaptable and persuasive** |  | **Application form, references and interview (including observed lesson)** |