**Rayner Stephens High School**

**Job Description – Teacher of Geography**

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|  | **Geography with some KS3 and KS4 ability to teach RS****MPS Scale** |
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| Department: | Humanities Department, Tutor as appropriate |
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|  | This job description is additional to the basic duties outlined in the latest School Teachers Pay and Conditions document in accordance with the school’s policies and under the direction of the Headteacher. A summary of the key accountabilities is outlined below. The school is managed through a network of inter-related teams. |
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| Purpose: | * To provide evidence that you are consistently meeting all of the Teacher Standards set out by the Department in Education 2012. * To plan and prepare high quality teaching and learning courses and lessons and sequences of lessons to meet student’s individual needs, using a range of appropriate strategies for teaching and classroom management, and using information about prior attainment to set well-grounded expectations for students giving clear constructive feedback. * To give constructive verbal and written feedback in line with the whole school marking and assessment policy. * Monitor student progress and where necessary implement teacher led intervention to ensure all students make at least expected progress * 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/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 school’s responsibility to provide and monitor opportunities for personal and academic growth. |
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| Reporting to: | Head of Department, Relevant Leadership Team Link, Headteacher and Governing Body |
| Responsible for: | The provision of a full learning experience and support for students. |
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| Liaising with: | Leadership team, teaching colleagues, relevant non-teaching support staff LA representatives external agencies and parents. |
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| Working Time: | 195 days per year. Full-time |
| Salary/Grade: | Standard Scale – MPS |
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| **MAIN (CORE) DUTIES** | |
| Curriculum Provision: | To assist the Head of Department and the link member of the SLT by ensuring that the curriculum area provides a range of teaching that will complement the school’s strategic objectives. |
| Curriculum Development: | 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 school’s SIPs and Strategic Objectives. |
| Staffing  Staff Development:  Recruitment/ Deployment of Staff | * To take part in the school’s staff development programme by participating in arrangements for further training and professional development. * To fully participate in the school coaching model. * Reflect on your teaching practice and use constructive feedback to develop. * To continue personal development in the relevant areas including subject knowledge and teaching methods. * To engage actively in the Performance Management Review process. * To ensure the effective/efficient deployment of classroom support * To work as a member of a designated team and to contribute positively to effective working relations within the school. |
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| Quality Assurance: | * To help to implement school quality procedures and to adhere to those. * To contribute to the process of monitoring and evaluation of the subject area in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. * To review from time to time methods of teaching and programmes of work and change when appropriate. * 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 school. |
| Management Information: | * To maintain appropriate records and to provide relevant accurate and up-to-date information for Pupil Tracking, registers, etc. * To complete the relevant documentation to assist in the tracking of students. To ensure that school deadlines are adhered to. * To track student progress and use information to inform teaching and learning. |
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| Communications: | * To communicate effectively with the parents of students as appropriate. * Where appropriate, to communicate and co-operate with persons or bodies outside the school. * To follow agreed policies for communications in the school. * Attend the appropriate parents evenings/student progress days to help keep parents involved about the progress of their child |
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| Marketing and Liaison: | * To take part in marketing and liaison activities such as Open Evenings Parents Evenings, Review days and liaison events with partner schools. * To contribute to the development of effective subject links with external agencies. |
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| Management of Resources: | * To contribute to the process of the ordering and allocation of equipment and materials. * To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of resources. * To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students. |
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| Student Support System: | * To be a Form Tutor to an assigned group of students including tutor/student interviews if appropriate. * To liaise with a Learning Leaders or Pastoral Support link to ensure the implementation of the school’s student support system. * To register students using SIMS lesson monitor (or a paper register if appropriate) in accordance with school policy at the start of each lesson. * To evaluate and monitor the progress of students and keep up-to-date student records as may be required. * Be familiar with the Code of Practice for the identification and assessment of Special Educational Needs and keep appropriate records on Individual Education Plans for students. * To contribute to the preparation of Departmental Improvement Plans and progress files and other reports. * To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. * To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff * To contribute to the planning and delivery of PHSE and Citizenship and Enterprise according to school policy |
| Teaching: | * To provide evidence that you are consistently meeting all of the Teacher Standards set out by the Department in Education 2012. * To plan and prepare high quality teaching and learning courses and lessons and sequences of lessons to meet student’s individual needs, using a range of appropriate strategies for teaching and classroom management, and using information about prior attainment to set well-grounded expectations for students giving clear constructive feedback. * To give constructive verbal and written feedback in line with the whole school marking and assessment policy. * Monitor student progress and where necessary implement teacher led intervention to ensure all students make at least expected progress * To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate. * To teach, students according to their educational needs, including the setting and marking of work in school and elsewhere. * To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required. * To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. * To ensure that ICT, Literacy, Numeracy and school subject specialisms are reflected in the teaching/learning experience of students * To undertake a designated programme of teaching. * To ensure a high quality learning experience for students which meets internal and external quality standards. * To prepare and update subject materials. Work should be planned in accordance with schemes of work and National Curriculum programmes of study. * To use a variety of delivery methods. Plan lessons and sequences of lessons to meet students individual learning needs. * 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. * To apply the Behaviour Support Plan so that effective learning can take place. Set high expectations for student’s behaviour by establishing a purposeful working atmosphere * To take appropriate action regarding students involved in misbehaviour in conjunction with Heads of Department, On Call or the Pastoral Support team. * To undertake assessment of students as requested by external examination bodies, departmental and school procedures. * Set appropriate and demanding expectations for students’ learning, motivation and presentations of work. * To mark, grade and give written/verbal and diagnostic feedback with clear targets for future learning as required within a reasonable time span in accordance to the whole school marking and assessment policy. * Take account of student’s prior levels of attainment and use them to set targets for future improvements. * Set work for students absent from school for health or disciplinary reasons * Work in collaboration with classroom support attached to any teaching group. * To have the ability to teach Geography with the added ability to teach KS3 and KS4 RS. |
| Form Tutor:  All staff at Rayner Stephens High School have a duty to support the general education and welfare of the students, and to share in the corporate responsibility for the well-being of all staff.  You will be assigned to a year team, and within this team you can, at any time, be required to undertake the duties of Form Tutor. The role of a Form Tutor is to lead and manage an identified group of students, assist in creating the necessary ethos for student learning and to help raise standards in the School by monitoring student progress towards targets. | |
| Role of the tutor:  (if appropriate) | * To take responsibility for the welfare and guidance of a tutor group. * To undertake appropriate weekly checks on student planners and equipment in accordance with school policies and through the staff bulletin and morning briefings * To take appropriate action regarding students involved in misbehaviour in conjunction with a Learning Leaders, On Call or Pastoral Support officers. Tutors might need to counsel misbehaving students. * To encourage the active participation of the tutor group in extracurricular activities and inter form activities * To encourage and enforce appropriate standards of uniform/dress at all times * Accompany your tutor group to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life. * Be the first point of contact for parents of students in the tutor group * Help monitor (and set targets for) the social and academic progress of individuals in the tutor group * Promote and monitor good attendance in accordance with the school’s attendance policy. Refer unresolved issues to the Heads of House. * Attend tutor team meetings for the year group and any other pastoral meetings about your tutor group as reasonably directed by the Headteacher. * To register students using SIMS lesson monitor (or a paper register if appropriate) in accordance with school policy at the start of each registration session * Liaise with the appropriate pastoral ‘link’ regarding individual students within the tutor group. * Be involved in the rewarding for good attendance, dress, punctuality etc. and by celebrating members of the tutor’s groups successes in whatever way. * As a tutor you will help toward creating the correct ethos for teaching and learning as stated in School policy * As a tutor you will use registration and tutorial time purposefully and productively. * As a tutor you will be expected to be an active member of the ‘daily’ and Bus duty teams, operating in areas designated by the team leader or member of the Senior Leadership Team.   Note:   * Whilst every effort has been made to explain the main responsibilities and duties of the role of the tutor not all may be mentioned. * Tutors will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. |
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| Professional Standards:   * To support the aims of Rayner Stephens to promote a learning community where children work hard and flourish. * To be an effective professional, who challenges and supports all students to do their best. * Treat all members of the community, colleagues and students, with respect and consideration. * Treat all students fairly, consistently and without prejudice. * Set a good example to students in terms of appropriate dress, standards of punctuality and attendance. * Promote the aims of the school by attendance at and participation in events such as open evenings, parents’ evenings and the like. * Support the ethos of the school by avoiding confrontation, rewarding achievement with Euros and positive classroom management * Take responsibility for your own professional development and participate in staff training when required. Liaise with the CPD coordinator or SLT about training options available. * Reflect on your own practice as well as the practices of the school with the aim of improving all that we do. * Read and adhere to the various policies and priorities of the school as expressed in the School Improvement Plan, the staff handbook, subject team/year team documentation etc. * Participate in the management of the school by attending various team and staff meetings. * Undertake duties as prescribed within school policies. * Ensure that all deadlines are met as published in the school calendar. * Undertake professional duties that may be reasonably assigned to you by the Headteacher e.g. cover etc. * Be proactive and comply with the school’s Health and safety policy and undertake risk assessments as appropriate | |
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| Other Specific Duties: | |
| * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. * To support the school in meeting its legal requirements for worship. * To promote actively the school’s corporate policies. * To undertake any other reasonable duty as specified by the Headteacher not mentioned in the above.   Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. | |

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| Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Any other reasonable  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.  Employees are expected to subscribe to the School Improvement Plan. |
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| Health and Safety  The person appointed must at all times work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the schools and Tameside LA’s policies and procedures. |
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| This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. The post holder will be expected to participate in the school appraisal programme for support staff and to participate in appropriate staff training and development activities. |