

**ST BERNARD’S HIGH SCHOOL** A Catholic Academy for Arts & Science

JOB DESCRIPTION

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| **Title of Post:** | **Teacher: Head of Geography** |
| Purpose: | * To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying Geography in accordance with the aims of the school and the curricular policies determined by the Governing Body and the Head Teacher. * To act as a curriculum lead and be responsible for leading, managing and developing Geography. * To lead, develop and enhance the teaching practice of others. * To have line management responsibility for a significant number of people. * Teach allocated students by planning their teaching to achieve progression of learning. |
| Responsible to: | Link member of Senior Leadership Team |
| Responsible for: | The provision of a full learning experience and support for students. |
| Liaison with: | Head Teacher, Deputy Head Teacher, Assistant Head Teachers, any relevant non teaching support staff, LA representatives, external agencies and parents. |
| Working Time: | Full time – 195 days per year |
| Teaching and Learning Responsibility Point: | TLR2B (£7,368) |
| Disclosure level: | Enhanced |
| **Main Duties** |  |
| To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying Geography, in accordance with the aims of the school and the curricular policies determined by the Governing Body and the Head Teacher. | * To ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme. * To keep up to date with national developments in the subject and teaching practice and methodology. * To ensure effective communication with partner schools, and relevant external agencies. * To contribute to the effective promotion of the subject. |
| To act as a curriculum lead and be responsible for leading, managing and developing Geography. | * To identify relevant school improvement issues and agree appropriate improvement targets. * To provide the Leadership team with relevant subject, curriculum area or student performance information. * To assist in the production of reports on examination performance, including the use of value added data. * To support the application of ICT in the Geography curriculum. * To identify appropriate attainment and/or achievement targets. * To ensure that relevant attainment and achievement targets are met. * To monitor student standards and achievement against annual targets. * To monitor planning, curriculum coverage and learning outcomes. * To monitor standards of students’ behaviour, attendance and application. * To lead evaluation strategies where improvement needs are identified. |





JOB DESCRIPTION continued

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| Leading, developing, enhancing the teaching practice of others. | * To maintain personal expertise and share this with other teachers. * To act as a role model of good classroom practice for other classroom teachers, modelling effective strategies to contribute to overall school self evaluation. * To plan and implement strategies where improvement needs are identified. |
| To have line management responsibility for a significant number of people. | * To ensure that Appraisal arrangements are effectively carried out within the department. * To monitor and evaluate the contribution and impact of other staff to school improvement across the department. * To plan the deployment of staff expertise to achieve school improvement objectives. * To take initial responsibility for the pastoral care and welfare of a significant number of people. |
| Teach allocated students by planning their teaching to achieve progression of learning through: | * Identifying clear learning objectives and specifying how they will be taught and assessed. * Setting tasks which challenge students and ensure high levels of interest. * Setting appropriate and demanding expectations. * Setting clear targets, building on prior attainment. * Be aware of and make provision for students who are SEND, very able, EAL, LAC, PPG or who have other particular individual needs. * Providing clear structures for lessons maintaining pace, motivation and challenge. * Making effective use of assessment and ensure coverage of programmes of study. * Ensuring effective teaching and best use of available time. * Maintaining discipline in accordance with the school’s procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework. * Using a variety of teaching methods to:   + match approach to content, structure information, present a set of key ideas and use appropriate vocabulary;   + use effective questioning, listen carefully to students, give attention to errors and misconceptions;   + select appropriate learning resources and develop study skills through the use of the library, ICT and other sources. |
| Assess and record students’ progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving: | * Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching. * Mark and monitor students’ work and set targets for progress. * Undertake assessment of students as requested by examination bodies, departmental and school procedures. * Prepare and present informative reports to parents. * Undertake assessment of students and participate in the school’s system for recording and reporting to parents. |
| Examinations: | To implement School and Department policy with regard to external examinations. |





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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from senior staff to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour 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. This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job.

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**Head of Geography**

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**Line Manager**



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| Pastoral Care: | * Follow the expectations for Form Tutors at St Bernard’s. * Act as a Form Tutor to an assigned group of students and promote the general progress and well-being of individual students and of the Tutor Group as a whole. * Prepare Tutor Reports, UCAS References etc. * Contribute to PSHE and citizenship according to School policy. |
| Resources and Accommodation: | * To ensure the proper management, care and development of departmental resources including the proper care of accommodation, furniture and equipment. * To enhance the learning environment through the creative display of students’ work and other materials. |
| Additional Duties/other Professional Requirements: | * 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 the school’s legal requirement for worship. * To have a working knowledge of teachers’ professional duties, Teaching Standards and legal liabilities. * To operate at all times within the stated policies and practices of the School. * To establish effective working relationships and set a good example through their presentation and personal and professional conduct. * To contribute to the corporate life of the School through effective participation in meetings and management systems necessary to co-ordinate the management of the school. * To take responsibility for own professional development and duties in relation to school policies and practices. * To liaise effectively with parents and Governors. * To support the school in meeting its legal requirements for worship. * To actively engage in the Appraisal process. * To undertake any other duty as specified by the School Teachers’ Pay and Conditions not mentioned in the above. |