

Job Description - Teacher of Geography

Teaching and Learning

- Provide high quality teaching to create a vibrant culture for learning
- Ensure all students are able to thrive and achieve their personal excellence
- Plan and execute a diverse programme that meets individual students needs within Geography
- Assess, record and report on the attendance, progress, development and attainment of students
- Ensure a high-quality learning experience for students, which meet both internal and external quality standards
- Prepare and regularly update subject materials
- Use a variety of delivery methods, which will stimulate learning appropriate to student needs and demands of the syllabus
- Maintain discipline in accordance with the college procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and independent learning
- Support and motivate students to allow them to grow and enhance their own skills
- Ensure a safe, secure and healthy environment for students

Teachers are required to carry out general duties and responsibilities in addition to their teaching and pastoral responsibilities.

General Responsibilities

- Ensuring students are safe within College.
- Maintaining good order and behaviour thereby facilitating learning and safeguarding, health and safety in school and authorised school activities elsewhere.
- Actively engage in the College's Professional Development and Review programme
- Perform school duties in accordance with published rotas.
- Taking part in scheduled meetings with colleagues and parents in accordance with the College's published calendar.
- Taking delegated responsibility for the implementation of the Health and Safety Act in accordance with the college's Health and Safety Policy.
- To promote online safety with all members of the college community
- Participating in public and internal examination arrangements as well as other assessment programmes

- Communicating with parents about students' progress in accordance with College policies.
- Being responsible for the room(s) in which he or she teaches with regard to appearance and display and for resources and equipment as appropriate.
- Adhering to all agreed departmental and whole school policies e.g. assessment, feedback, homework, SEND and equal opportunities.
- Undertaking additional administrative duties as directed by the Principal/Deputy Head.

Pastoral

All members of staff will either be a tutor or will be allocated to a particular cohort of students. Duties of a tutor include:

- Mentoring students.
- Keeping accurate and up to date tutor group registers following up all lateness and absences in accordance with college procedures.
- Contributing to the monitoring of the achievement of students in the tutor group through the process of academic review.
- Checking students' assignments regularly.
- Accompanying the tutor group to Whole College Assemblies.
- Summarising and commenting on **achievements, attitude to learning and behaviour**. Discussing the reports with students as well as with parents at the parent/tutor meetings.
- Liaising with subject teachers, senior staff and outside agencies where appropriate about members of the tutor group.
- Being recognised by all members of the tutor group as a key member of staff from whom to seek advice and support; a teacher who may be relied upon to offer guidance in personal, social and learning matters.
- Adhering to and implementing all College policies.
- Any other duties as directed by the Principal/Deputy Head.

This job description may be amended at any time after consultation with you.

March 2025

Person Specification

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualification	Good honours degree	Post graduate qualification in subject	Application Form; Certificates
		An English Language teaching qualification, such as CELTA or DELTA Secondary PGCE and Qualified Teacher Status	Application Form; Certificates
Experience	Effective working with young people of a range of ages and abilities	Experience of working with international students with a range of EAL needs	Application Form, References
	Evidence of making an effective contribution to a team	Evidence of syllabus development	Application Form, References
	Experience of teaching a Key Stage 4 and 5	Experience of the AQA Syllabus	Application Form
Skills and Attributes	Ability to deliver a high quality learning experience to all students in the subject area	Ability to design and adapt schemes of work to the needs of EAL students	Application, Interview, References
	Ability to work independently to develop a syllabus and ensure student progression		Application, Interview, References
	Capacity to work alongside colleagues, contributing effectively to a team	Ability to work as part of a team to continually develop the syllabus and forge cross-curricular links	Interview, References
	Ability to quickly establish and maintain positive relationships with students, staff and other stakeholders in the college		Interview

	Understanding of safeguarding issues and promoting the welfare of children and young people		Interview, References
	Well-developed communication skills		Interview
	Suitability to work with children		References and other checks
	Potential for professional progression		Interview, References
	Commitment to extra-curricular activities		Interview, References
	A high level of competency in ICT		Interview

Padworth College, including Padworth Summer School implements safeguarding protocols in all aspects of our working practices and is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service, this may include social media checks.