

<b>Reports to:</b>	Head of Geography
<b>Full Time/ Part Time:</b>	Full Time, Fixed Term – Sept 2020 to July 2021
<b>Role Summary:</b>	<p>The successful candidate for this post will teach years 4 to 8, up to Scholarship level.</p> <p>There will be an opportunity to contribute to the pastoral and extra-curricular life of the school.</p>

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The Hall 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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### ***Main Duties and Responsibilities:***

#### ***Teaching***

- Uphold high standards of preparation, teaching and discipline.
- Support the work of the Department 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 boys' prior levels of attainment and maintain up-to-date records.
- Set and mark examinations and other forms of assessment.
- Use ICT within the curriculum.
- Establish high and appropriate expectations for learning, motivation and presentation of work.
- Use classroom space to create an effective and stimulating environment for teaching.

#### ***Assessment, Recording and Reporting***

- Maintain plans of lessons undertaken and records of boys' work.
- 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 boys' progress at parents' evenings, and as appropriate.
- Be aware of the Code of Practice for Special Educational Needs for teaching and learning in the subject.

#### ***Pastoral Care***

- Be conversant with, and apply, the School's safeguarding policy.
- Perform the duties of a tutor in line with school expectations if required.
- Promote good attendance and monitor it.
- Promote the general progress and well-being of boys in your care.

### ***Professional Standards***

- Support the aims and ethos of the School.
- Treat all members of the School community with respect and consideration.
- Treat all boys fairly, consistently and without prejudice.
- Be aware of the school policy on anti-bullying and where incidents are suspected, investigate quickly and report any incident to the Deputy Head Pastoral.
- Set a good example to boys in terms of appropriate dress, punctuality and attendance.
- Participate fully in the School's extracurricular programme.

### ***Professional Review***

- Participate in any arrangements within an agreed framework for the appraisal of own performance generally and for assessing participation in activities beyond normal expectations.
- Participate in Inset days and keep methods of teaching under review and participate in further training and professional development as a teacher.

### ***Health and Safety***

- Safeguard the pupils' health and safety by maintaining good order and discipline and by following the necessary rules and regulations when using equipment.
- Communicate with the Director of Operations as required regarding Health and Safety issues relating the welfare or safety of the pupils.
- Be familiar with the school's fire safety procedures and participate in fire drills.

### ***General***

- Participate in supervisory duties before and after school, during breaks and lunch times as reasonably required by the Headmaster.
- As a term of your employment, from time to time, you may be required to perform duties of a similar or related nature to those outlined in this job description.

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.

All members of staff are required to promote and safeguard the welfare of children they are responsible for or come into contact with and to adhere to and ensure compliance with the school's Child Protection procedures and staff guidance at all times. If, in the course of carrying out the duties of the post, a member of staff becomes aware of any actual or potential risks to the safety and welfare of children in the school s/he must report any concerns to one of the designated Child Protection officers or to the Headmaster/Head of the Junior School.

<b>Person Specification</b>			
	<b>Essential</b> <i>These are qualities without which the Applicant could not be appointed</i>	<b>Desirable</b> <i>Extra qualities which can be used to differentiate applicants</i>	<b>Method of assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Geography Degree</li> <li>• PGCE/QTS</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary Subject Qualification</li> </ul>	Certificates
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Recent teaching of Geography at KS2 and 3</li> </ul>	<ul style="list-style-type: none"> <li>• Recent teaching experience at KS4</li> <li>• Evidence of continued career development</li> </ul>	Application form and references
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to teach at KS2 and 3</li> <li>• Proficiency in ICT</li> <li>• Excellent oral and written communication</li> <li>• Excellent interpersonal skills</li> <li>• Ability to contribute significantly to the school's extra-curricular programme</li> <li>• Ability to prioritise and well organised</li> </ul>	<ul style="list-style-type: none"> <li>• A clean driving licence</li> <li>• Application of ICT in a classroom setting.</li> </ul>	Application form, references & interview
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Awareness of curriculum requirements</li> <li>• Awareness of appropriate teaching strategies</li> <li>• Awareness of safeguarding and pastoral issues</li> <li>• Appreciation of the ethos of an independent boys' day school</li> </ul>		Application Form & Interview
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>• A passion for the subject and education</li> <li>• Commitment to professional development</li> <li>• Calmness under pressure</li> <li>• Resilience, commitment and confidence</li> <li>• Both independent and happy within a team.</li> <li>• Flexible, adaptable and persuasive</li> </ul>		Application form, references & interview