



St James' Senior School

Job Description and Person Specification

Job Description

Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

<p>Post title:</p> <p>Hours of work:</p> <p>Responsible to:</p> <p>Purpose of the role:</p>	<p>Geography & Religious Education Teacher</p> <p>Full Time</p> <p>Miss T Harris- Headmistress</p> <p>To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate</p> <ul style="list-style-type: none"> • 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
<p>Main Responsibilities:</p>	<ul style="list-style-type: none"> • To teach Geography & RE at KS3, GCSE & A level • To ensure that all lessons are planned with clear aims and objectives. • To ensure that all lessons are delivered in line with the departmental schemes of work and school policies. • To take into account the differing ability and differentiate work accordingly. • To encourage all students to be actively engaged in their own learning and in reviewing their progress against targets • To ensure that all students are known by name and that the classroom atmosphere is positive at all times. • To encourage and foster intellectual curiosity. • To deal with inappropriate behaviour quickly and effectively according to the school behaviour policy. • To check that all subject matter is effectively communicated and understood by all groups of students. • To set appropriate tasks and challenges for homework according to the published timetable and ensure that it is regularly marked with constructive feedback. • To keep careful records of student progress in line with departmental and school policy. • To ensure that there is a high standard of display work in the classroom, which is changed frequently. • To keep work areas tidy and well organised.

	<ul style="list-style-type: none"> • To be a Form Tutor to an assigned group of students • To promote the general progress and well-being of individual students and the Tutor Group as a whole • To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life • To evaluate and monitor the progress of students and keep up-to-date student records as may be required • To contribute to the preparation of Action Plans and other reports as required • To contribute to PSHE, citizenship and enterprise according to school policy <p>This list is not intended to be exhaustive, and you may be required to undertake other comparable duties as St James' School requires from time to time.</p>
Monitoring, Assessment, Recording, Reporting, and Accountability	<ul style="list-style-type: none"> • To lead, monitor and evaluate the assessment and feedback to students in line with whole school policy • To follow whole school monitoring and tracking systems relating to students' attainment, progress and achievement • Mark, grade and give written/verbal and diagnostic feedback as required • Undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures • Assess, record and report on the attendance, progress, development, and attainment of students and to keep such records as are required • Complete the relevant documentation to assist in the tracking of students • To follow department policy regarding department tracking of student progress and use information to inform learning and teaching
Professional Standards & Development	<ul style="list-style-type: none"> • To continue personal development in the relevant areas including subject knowledge and teaching methods • To engage actively in the Performance Management process • Participate in whole school CPD programmes • To take part in the staff development programme by participating in arrangements for further training and professional development

Person Specification

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	Essential	Desirable	Method of assessment
Qualifications:	A good honours degree relevant to the teaching aspects of the role	A recognised teaching qualification, eg a PGCE, QTS	Production of the Applicant's certificates
Experience:	Experience of teaching Geography and Religious Education		Contents of the Application Form Interview Professional references
Skills:	Growth mindset Excellent communication skills Resilience and determination The ability to be creative and innovative A reflective practitioner with strong organisational skills and the ability to meet deadlines		Contents of the Application Form Interview Professional references
Knowledge:	Capable of teaching KS3, GCSE & A-Level		Contents of the Application Form Interview Professional references
Personal competencies and qualities:	Adaptability and show good judgement Have energy, drive, enthusiasm, a positive manner and a sense of humour Sympathy with the values and ethos of the School		Contents of the Application Form Interview Professional references