

## JOB DESCRIPTION

<b>Job Title:</b>	<b>2IC Geography</b>
<b>Scale:</b>	<b>MPS/UPS +2a</b>
<b>Responsible to:</b>	<b>Principal, Head of Department</b>

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### ***Key External Contacts***

- Parents

### ***Key Internal Contacts***

- Senior Leadership Team
- Head of Department
- English Department
- Heads of Year
- SEN
- The Examinations Officer

## **1 Major Tasks, Duties and Responsibilities**

### ***A) Main Duties***

- Leadership of a key area in the department
- Supporting the Head of department in delivering outstanding learning opportunities for students across the department
- Teach as required at all levels to whole classes in the subject area
- Maintain records of achievement and progress of all students in accordance with the statutory requirements and the school policy
- Contribute to the departments bank of resources and assist in the production of materials which considers pupils of all abilities and levels
- Contribute to the drawing up, evaluation and reviewing of schemes of work in relation to the teaching throughout the school
- Plan and evaluate work in accordance with school policy

### ***B) Key Accountabilities***

- Academic outcomes of areas of responsibilities
- Overview and management of curriculum in identified areas of responsibility
- Planning and preparing courses and lessons
- Teaching, according to their educational needs, the students assigned to him/her, including the setting and marking of work to be carried out by the students in school and elsewhere

- Assessing, recording and reporting on the development, progress and attainment of pupils having regard to the curriculum of the school
- Promoting the general progress and well being of individual pupils and of any class assigned to him/her
- Providing guidance and advice to pupils on educational and social matters and on their further education and future careers
- Making records of and reports on the personal and social needs of pupils
- Communicating and consulting with the parents of pupils
- Communicating and co-operating with persons or bodies outside of school
- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils
- Participating in arrangements made for the appraisal of his/her performance and that of other teachers
- Reviewing methods of teaching and programmes of work
- Participating in arrangements for his/her further training and professional development as a teacher
- Advising and co-operating with the Principal, managers and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements
- Maintaining good order and discipline among the students and safe-guarding their health and safety when they are authorized to be on the school premises, and when they are engaged in authorised school activities elsewhere
- Participating in meetings at the school which relate to the school curriculum for the school or the administration or organization of the school including pastoral arrangements
- Supervising and so far, as practicable teaching any student whose teacher is not available to teach them, provided that no teacher shall be required to provide such cover longer than national and local arrangements for cover stipulate
- Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations, recording and reporting such assessments, and participating in arrangements for students' presentation for and supervision during such examinations
- Taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organization and pastoral functions of the school
- Participating in administrative and organizational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials
- To perform in accordance with any directions which may reasonably be given to him/her by the Principal from time to time, such particular duties as may reasonably be assigned to him/her

## **2 Other requirements:**

- Promote and ensuring the health and safety and good behaviour of pupils at all times.
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**Disclosure and Barring Service**

This post will result in you having unsupervised contact with children as detailed in Protection Freedom Act 2012. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will be subject to a Disclosure and Barring Service check. Further information about Disclosure and Barring Service and the Trust approach to recruiting is available at [www.exceptionaleducationtrust.org](http://www.exceptionaleducationtrust.org)