##

# **PLYMSTOCK SCHOOL**

### PERSONNEL RECRUITMENT

###### JOB DESCRIPTION

**JOB TITLE Teacher and Key Stage Manager for Geography**

**PAY GROUP** MPR/UPR + TLR2A

## RESPONSIBLE TO: Headteacher

**HOURS OF WORK:** Outlined in the Teachers’ Pay and Conditions Document

**JOB PURPOSE:** To work with the Head of Department to take a participatory role in the strategic planning of the department and to promote the delivery of a high quality provision in Geography in a Key Stage.

**Main duties**

All teachers work within the statutory conditions of employment set out in the current School Teachers’ Pay and Conditions Document. The duties listed below are not, therefore, an exhaustive list of what is required.

All teachers will:

* Be responsible for the quality of teaching and learning of all students who are assigned to them.
* Plan and teach lessons and sequences of lessons to the classes they are assigned to teach within the context of the school’s plans, curriculum and schemes of work.
* Assess, monitor, record and report on the learning needs, progress and achievements of assigned students.
* Participate in arrangements for preparing students for external examinations.
* Supervise the work of any support staff, including higher level teaching assistants and support teachers, who are assigned to work with the postholder’s students.
* Contribute to the development, implementation and evaluation of the school’s policies,

practices and procedures in such a way as to support the school’s values and vision.

* Work with others on curriculum and/or student development to secure co-ordinated outcomes.
* Support the development of literacy and numeracy across the curriculum
* Promote partnerships with parents
* Show a commitment to their own professional development

**Job context**

The school welcomes teachers of high professional standard and shares the responsibility with each teacher for continual review and the development of expertise.

All teachers make a valuable contribution to the school’s development and, therefore, to the progress of all students.

Teachers in the upper pay scale can be expected to make a particular contribution to building team commitment in line with the statutory requirement to meet threshold standards.

In particular, teachers at UP3 will:

* provide a role model for professional practice in the school
* make a distinctive contribution compared with other teachers
* contribute effectively to the wider team.

**In addition to meeting all of the teacher standards relevant to his / her stage of teaching, the Key Stage Manager for Geography will fulfil the following role:**

**Leadership and Management**

* Create and maintain effective working relationships by promoting a creative and collaborative working environment
* Support the Head of Department with open evenings, choices evenings etc
* Support the Head of Department with the production of the Departmental SEF

**Teaching and Learning**

* Support the Head of Department with monitoring and evaluating the quality of teaching and learning across the department
* Within the key stage;
* Ensure that appropriate teaching and learning strategies are adopted to aid progression for **all** students
* Ensure that assessment is frequent, differentiated to meet the needs of all students, accurate and used effectively to track student progress
* Monitor that student work (including homework) is marked in line with the whole school marking policy
* Design schemes of learning which promote the use of Assessment for Learning, signpost appropriately differentiated learning activities and promote challenging, purposeful and enjoyable lessons which develop students’ ability to work independently.

**Achievement and progress (within the Key Stage)**

* Monitor that all groups of students are fulfilling their potential in terms of progress, value added and attainment and work with the HOD to coordinate intervention programmes for students
* Complete the exams analysis document for the Key Stage, evaluate performance and work with the HOD to action plan for improvement and monitor progress towards targets

**Review of duties**

The specific duties attached to any individual teacher are subject to annual review and may, after discussion with the teacher, be changed.