

Highgate Wood School

Highgate Wood School is a mixed Comprehensive School group 7, situated in the Crouch End playing field area of the London Borough of Haringey.

Age range 11 – 18

JOB DESCRIPTION

Name:

Title of Post:

Teacher of Geography

Salary Grade:

Main Pay Scale (Inner London Scale)

Accountable to:

Head of Department, Line Manager to the Department and Headteacher

| A. PLANNING, TEACHING AND CLASS MANAGEMENT: |
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| Class teachers teach allocated pupils by planning their teaching to achieve progression in learning by: |
| <ul style="list-style-type: none">• Teaching their subject across the age and attainment range. |
| <ul style="list-style-type: none">• Identifying clear learning objectives and specifying how they will be taught and assessed; |
| <ul style="list-style-type: none">• Setting tasks which challenge pupils and ensure high levels of interest; |
| <ul style="list-style-type: none">• Setting appropriate and demanding expectations; |
| <ul style="list-style-type: none">• Providing clear structures for lessons, maintaining pace, motivation and challenge; |
| <ul style="list-style-type: none">• Making effective use of assessment and ensuring coverage of the programmes of study; |
| <ul style="list-style-type: none">• Ensuring effective teaching and best use of available time; |
| <ul style="list-style-type: none">• Using ICT to advance learning |
| <ul style="list-style-type: none">• Monitoring and intervening to ensure sound learning and discipline; |
| <ul style="list-style-type: none">• Using a variety of teaching methods to:<ul style="list-style-type: none">○ match approach to content, structure information, present a set of key ideas and use appropriate vocabulary;○ question effectively, listen carefully to pupils, give attention to errors and misconceptions. |
| <ul style="list-style-type: none">• Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught; and |
| <ul style="list-style-type: none">• Evaluating their own teaching critically to improve effectiveness |
| <ul style="list-style-type: none">• Participating in appropriate INSET/Professional Development |
| <ul style="list-style-type: none">• Contributing to the development of teaching and learning materials eg schemes of work, for their subject area. |
| <ul style="list-style-type: none">• Taking account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy; |
| <ul style="list-style-type: none">• Encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively; |
| <ul style="list-style-type: none">• Using a variety of teaching strategies which involve planned adult intervention, |
| <ul style="list-style-type: none">• Managing other adults in the classroom, |
| <ul style="list-style-type: none">• Having a clear understanding of subject knowledge for their curriculum area, and staying up-to-date with this. |
| <ul style="list-style-type: none">• Understanding how students learn, as supported by evidence from research |
| <ul style="list-style-type: none">• Explicitly teaching new ideas and modelling these for students |
| <ul style="list-style-type: none">• Building the subject scheme of students by linking new with prior knowledge |

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| B. MONITORING, ASSESSMENT, RECORDING, REPORTING |
| Class teachers monitor, assess and report the progress of the pupils allocated to them by: |
| <ul style="list-style-type: none"> • Assessing how well learning objectives have been achieved and use them to improve specific aspects of teaching; |
| <ul style="list-style-type: none"> • Marking and monitoring pupils' work and setting learning targets for their progress; |
| <ul style="list-style-type: none"> • Assessing and recording pupils' progress systematically; keeping records to check that work is understood and completed; monitoring strengths and weaknesses to inform planning and recognising the level at which a pupil is achieving; and |
| <ul style="list-style-type: none"> • Preparing and presenting informative reports to parents. |
| <ul style="list-style-type: none"> • Taking action to close any gaps in their teaching groups. |

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| OTHER PROFESSIONAL REQUIREMENTS |
| Class teachers |
| <ul style="list-style-type: none"> • Have a working knowledge of teachers' professional duties and legal liabilities e.g. equal opportunities |
| <ul style="list-style-type: none"> • Operate at all times within the stated policies and practices of the school; |
| <ul style="list-style-type: none"> • Establish effective working relationships and set a good example through their presentation and personal and professional conduct; |
| <ul style="list-style-type: none"> • Endeavour to give every child the opportunity to reach their potential, to meet high expectations and reach the five outcomes of The Children Act: <ul style="list-style-type: none"> - staying safe - being healthy - enjoying and achieving - making a positive contribution - able to attain economic well being |
| <ul style="list-style-type: none"> • Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school; |
| <ul style="list-style-type: none"> • Take responsibility for their own professional development and duties in relation to school policies and practices; |
| <ul style="list-style-type: none"> • Act as form tutors and participate actively in House/year group |
| <ul style="list-style-type: none"> • Liaise effectively with parents |
| <ul style="list-style-type: none"> • Accept any reasonable additional responsibilities which might from time to time be determined. |
| <ul style="list-style-type: none"> • You may be required to teach some Key Stage 3 History or ECS. |