

TEACHER OF GEOGRAPHY & HEAD OF YEAR

MPR/UPS + TLR 3d (2,353)

Required for Easter 2023 or September for the right candidate

JOB DESCRIPTION

Post Title:	Teacher of Geography & Head of Year
Purpose:	<ul style="list-style-type: none"> Teaching to designated classes of pupils and general welfare of a tutor group in accordance with the requirements of the latest School Teachers' Pay and Conditions Document and the National Standards for Qualified Teacher Status, having due regard to the requirements of the National Curriculum, the school's aim and objectives, schemes of work and any policies of the Governing Body. To share in the corporate responsibility for the well-being and discipline of all pupils and to actively support the aims and values of this Catholic school as expressed in the Mission Statement To lead a team of tutors and cohort of students. This involves giving a clear vision and direction to work, identifying key areas for improvement and planning appropriate actions to meet them. To be accountable for student progress and development within the Year group that they are responsible for, raising standards of student attainment and achievement/effectively monitoring and support the progress of all students within the year group. To ensure the provision of an appropriately broad, balanced, relevant and differentiated Catholic Values programme for students in the year group in accordance with aims of the school, and the curricular policies determined by the Governing Body and Head of School. To manage both the people and resources associated with each year group. To monitor the quality of learning experienced by the year group, liaising with heads of departments and offering support and guidance where necessary. To promote the Catholic ethos of the school through leading high quality assemblies.
Reporting to	<ul style="list-style-type: none"> Senior Leadership Team
Responsible for	<ul style="list-style-type: none"> Teaching staff with the Year group/ all students within the Year group
Liaising with	<ul style="list-style-type: none"> Other Subject Leaders/ Heads of Year/ Student Support and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LA staff, parents, inclusion manager, Senco.
	Main (Core) Duties
Catholic Ethos	<ul style="list-style-type: none"> To link with Senior Leader to ensure that the work/standards in the Year group fully reflects the school's distinctive ethos and mission. Support the school and pupils in observing our collective worship and taking an active role in form group mass, liturgies, assemblies and whole school mass. Ensure the Year group is inclusive and no child is left behind To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example. Ensure a culture and ethos of challenge and support where all students can achieve success and be engaged in their own learning. To be responsible for the day-to-day welfare of staff within the designated Year group and act as a positive role model. To lead on spiritual and prayer events as appropriate such as form masses.

Teaching	<ul style="list-style-type: none"> Teaching to designated classes of pupils and general welfare of a tutor group in accordance with the requirements of the latest School Teachers' Pay and Conditions Document and the National Standards for Qualified Teacher Status, having due regard to the requirements of the National Curriculum, the school's aim and objectives, schemes of work and any policies of the Governing Body. To share in the corporate responsibility for the well-being and discipline of all pupils and to actively support the aims and values of this Catholic school as expressed in the Mission Statement
Assessment, Recording and Reporting	<ul style="list-style-type: none"> Maintain notes and plans of lessons undertaken and records of students' work Mark, monitor and return work within a reasonable and agreed time span providing constructive oral and written feedback and clear targets for future learning as appropriate Carry out assessment programmes (eg reports) as agreed by the school or faculty Complete student records of achievement in line with policy and as specified in the published calendar Attend the appropriate parent's evenings to keep parents informed as to the progress of their child Be familiar with the Code of Practice for identification and assessment of Special Educational Needs and keep appropriate records on Individual Education Plans for students
	Leadership & Management
Vision	<ul style="list-style-type: none"> To produce and implement a Pastoral improvement plan that is informed by the school priorities and school development plan. To ensure that all members of the Year team are familiar with its aims and objectives. To create a culture of high expectations, aspirations and scholastic excellence in which the highest achievement in academic and vocational work is recognised as vitally important.
	<ul style="list-style-type: none"> To act as a role model by demonstrating high quality pastoral care and academic monitoring of students, continuous professional development and professional presence in the year team. To lead and manage a team of tutors and maintain regular formal and informal contact with tutors. To ensure all tutors understand, and are actively implementing the key aspects of the school's policies including those for behaviour, attendance, uniform and safeguarding. To set the agenda for tutor and Pastoral meetings which should include a development item relating to the School improvement plan. To make a significant contribution to the induction of tutors referring any individual training needs to the member of SLT with responsibility for staff INSET. To have an overview of all the different care and guidance for students' e.g. learning mentor, SENCO, teaching assistants, external agencies etc. To provide a link for parents, tutors, SENCO, teachers, Heads of Department, SLT and external agencies. To lead on the process of new students starting in your Year group. Setting up meetings with parents and ensuring that an induction programme is put together to support the student joining the school community. Ensure that appropriate testing is carried out to determine setting in English and Maths groups. To initiate and respond to communications with parents ensuring that they are kept fully informed and involved in the progress of their children. To contribute to the organisation of any parent information evenings by encouraging and monitoring parent attendance to such events. To monitor student attendance and punctuality on a weekly basis and to take all the appropriate steps to ensure that attendance and punctuality of students in the year group are at the highest levels. To liaise with the Attendance Officer in this respect. To monitor student behaviour, attendance and achievement and, in consultation with key staff, decide on appropriate sanctions, interventions and rewards.

	<ul style="list-style-type: none"> • To monitor class charts information/Isolation and withdrawal analysis for the Year group and to intervene where necessary. • To play the leading role in the disciplining of students referring situations to the appropriate member of SLT when appropriate. • To contribute to the management of key school events; for example, induction, transfer arrangements, Rewards Evening/Options Evening.
Operational	<ul style="list-style-type: none"> • To organise and, through a team of tutors, implement a framework for daily tutorial activities. This includes both day to day administrative tasks (signing of planners, checking absences etc) and year specific tasks (preparation for exams, options, learning conversations etc) • To ensure that all tutors have access to relevant materials in order to deliver high quality tutorial activities. • To oversee the tutor time rota and conduct standards walks regularly. • To maintain individual student records as necessary and ensure that they are kept up to date. • To oversee 'in year' admissions for new students. This will include liaising with the member of staff responsible for admissions, the testing of students, meeting potential students and parents and in conjunction with key staff organising timetables and setting. • To monitor the transition of new students. • To oversee the completion of data checks as appropriate. • To monitor homework completion trends across the year group and intervene where necessary. • To oversee the completion of school reports for the year group. • To work with form tutors to ensure appropriate follow-up to reporting procedures and to play an important part in the evaluation of reporting procedures. • To have an involvement in policy development and decision making across the school.
Staffing	<ul style="list-style-type: none"> • To work with the appropriate Pastoral Senior Leader to ensure that staff professional development needs are identified and that appropriate programmes are designed to meet such needs. • To promote teamwork and to motivate staff to ensure effective working relations.
Information Management	<ul style="list-style-type: none"> • To systematically make use of analysis and evaluate performance data provided by SISRA. • To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. • To produce reports within the quality assurance cycle for the school. • To produce reports relating to the academic performance of the group and intervention in place. • To provide the Governing Body with relevant information relating to performance and development of the Year group
Communication	<ul style="list-style-type: none"> • To initiate and respond to communications with parents ensuring that they are kept fully informed and involved in the progress of their children. • To contribute to the organisation of any parent information evenings by encouraging and monitoring parent attendance to such events. • To communicate effectively with Heads of Department/subject teachers monitoring the academic progress of all students within the year group. • To ensure effective communications within and external to the Year group. • Attend RMG meetings as directed. • Attend Task Group meetings as directed.
Marketing and Liaison	<ul style="list-style-type: none"> • To contribute to the school liaison and marketing activities eg the collection of material for press releases and the school's newsletter. • To take responsibility for ensuring information about the year group is kept up to date on the school website. • To actively promote the development of effective links with external agencies

	Personal Development, Behaviour and Welfare
Pastoral	<ul style="list-style-type: none"> ● Undertake responsibility for a tutor group as required including tutor/student interviews ● Be the first point of contact for parents of students in the tutor group ● Monitor (and set targets for) the social and academic progress of individuals in the tutor group ● Be prepared to undertake responsibility for delivery of the Catholic Values programme to one or more tutor group ● Promote good attendance and monitor in accordance with the school's attendance policy ● To ensure the Behaviour for Learning system is consistently implemented within the Year group so that effective learning can take place. ● To assist in the school processes for advising and counselling pupils on appropriate KS4 option choices and post 16 progression routes. ● To monitor and support the overall progress and development of students within the Year group. ● To monitor student attendance together with student's progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. ● To monitor student attendance and punctuality on a weekly basis and to take all the appropriate steps to ensure that attendance and punctuality of students in the year group are at the highest levels. To liaise with the Attendance Officer in this respect. ● To monitor student behaviour, attendance and achievement and, in consultation with key staff, decide on appropriate sanctions, interventions and rewards. ● To organise reward trips for students within the year group. ● To oversee students on report and make contact with parents when necessary. ● To lead and manage a team of tutors and maintain regular formal and informal contact with tutors. ● To ensure all tutors understand, and are actively implementing the key aspects of the school's policies including those for behaviour, attendance, uniform and safeguarding. ● To ensure the provision of an appropriately broad, balanced, relevant and differentiated PSHE/RSE for students in the year group
Professional Standards	<ul style="list-style-type: none"> ● Support the aims of the school to promote a "learning community" ● Treat all members of the community, colleagues and students, with respect and consideration ● Treat all students fairly, consistently and without prejudice ● Set a good example to students in terms of appropriate dress, standards of punctuality and attendance ● Promote the aims of the school by attendance at and participation in events such as open evenings, options evenings and the like (as appropriate to their responsibilities) ● Support the ethos of the school by upholding the behaviour code, uniform regulations etc ● Take responsibility for their own professional development and participate in staff training when provided ● Reflect on their own practice as well as the practices of the school with aim of improving all that we do ● Read and adhere to the various policies of the school as expressed in the School Development Plan, the staff handbook, subject team/year team documentation etc ● Participate in the management of the school by attending various team and staff meetings ● Undertake duties as prescribed within school policies ● Ensure that all deadlines are met as published in the school calendar ● Undertake professional duties that may be reasonably assigned to them by the Head of School. ● Be proactive and take responsibility for matters relating to health and safety

Other Specific Duties

To continue personal development as agreed.

To engage actively in the appraisal review process.

To undertake any other duty as specified by the Head of School not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applications or continued employment for any employee who develops a disabling condition.

This job description may be amended at any time in discussion between the Head of School and yourself, but in any case, will be reviewed before the commencement of the next Performance Management cycle

Signed _____ (Teacher)

Date _____

Signed _____ (Head of School)

Date _____