



WELLOW HOUSE SCHOOL
WELLOW, NEWARK, NOTTINGHAMSHIRE NG22 0EA
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Job Description

Wellow House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Post title:	KS 3 & 4 Geography Teacher
Hours of work:	Part Time, 0.50 FTE
Remuneration:	Up to £36,000k pa FTE
Responsible to:	Head Teacher
Start Date:	September 2024
Key Purpose of the Job	To ensure the effective teaching of Geography to all pupils in the school, helping them to develop both inside and outside the classroom. Support the policies and aims of the School and ensure the good social, emotional and physical development of every child.
Main Responsibilities	TEACHING • Teaching, planning and preparing courses and lessons at Key Stage 3, 4 • Teaching the pupils assigned to you; setting and marking work (including examinations) to be carried out by the pupils in School or elsewhere. • Assessing, recording and reporting on the development, progress and attainment of pupils. OTHER ACTIVITIES • Promoting the general progress/wellbeing of any individual group of pupils assigned to you. • Providing guidance and advice to pupils on educational and social matters. • Making records and reports on the personal and social needs of the pupils. • Communicating and consulting with the parents of pupils. • Communicating and co-operating with persons or bodies outside the School. • Participating in meetings arranged for any of the purposes described above. • Accompanying pupils on trips away from the School. • Maintaining and monitoring display work in appropriate areas of the School.

APPRAISAL

- Participating in any arrangements that may be made for Performance Management.

FURTHER LEARNING AND DEVELOPMENT

- Reviewing from time to time your methods of teaching and programme of work.
- Participating in arrangements for your professional development.

EDUCATIONAL METHODS

- Advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements.
- Being aware of developments in ICT and how they may be integrated into your subject.

DISCIPLINE, HEALTH AND SAFETY

- Maintaining good order and discipline among the pupils and safeguarding their Health and Safety both when they are on the School premises and when they are engaged in authorised School activities elsewhere.

STAFF MEETINGS

- Participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements.
- Working with other members of staff as necessary at the end of the academic year to ensure a smooth transition for pupils and teaching staff into the next year, including liaising with Teachers and staff from other Schools within the Group.

PUBLIC EXAMINATIONS

- Participating in arrangements for preparing pupils for and supervising them during public examinations and providing assessments.

ADMINISTRATION

- Participating in administrative and organisational 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.
- Attending assemblies, registering the attendance of pupils and supervising them, whether these duties are to be performed before, during or after School sessions.

	ASSESSMENTS AND REPORTS • Providing/contributing oral and/or written assessments, reports and references relating to individual/groups of pupils. All employees at Wellow House are expected to undertake additional duties as assigned by the Headmaster.
Duties as a Form Teacher (where appropriate)	• Be the first point of contact for pupils and parents • Be responsible in the first instance for the general welfare of the pupils in that form • Be responsible for overseeing a pupil's academic and social progress in school that year • Co-ordinate the form's school reports and write a general report for these pupils • Register the form each morning • Disseminate any information or correspondence as required • Maintain an ordered, attractive Form Room in which the pupils can take pride as their base • Help the form to develop a collective spirit of loyalty, trust and support
General School Duties	• Promote and support school academic and pastoral policies • Carry out break and supervisory duties as designated • Attend staff briefings and meetings, parent meetings and other meetings outside normal school hours as required • Attend school outings and take part in residential trips as needed • Drive the minibus if/when required (training provided)
Professional Standards & Development	• Support and promote the aims and ethos of the school • Treat all members of the community, colleagues (teaching and non-teaching) and pupils, with respect and consideration • Treat all pupils fairly, consistently and without prejudice • Set a good example to pupils in terms of dress • Arrive at school in good time and remain at school until the end of the working day, allowing enough time after this for further preparation • Carry out break and supervisory duties as designated • Promote the aims of the school when attending and participating in events such as assemblies, sports, music and drama events • Take responsibility for own professional development and participate

	in training when provided • Reflect on own practice and contribute to the process of continuous improvement of the school e.g. participation in mutual observation process) • Contribute to the school's extra-curricular programme according to the needs of the school and own personal interests and expertise and/or participate similarly in the games programme • Contribute to the corporate life of the school through effective participation in all meetings • Read and adhere to all the school policies as outlined in the school handbook(on line) and contribute to the development of new policies • Undertake all responsibilities as prescribed within school policies • Ensure that all deadlines are met as published.
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Person Specification

Wellow House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Criteria	Essential	Desirable	Method of assessment
Qualifications	• NQT or QTS • Bachelor's degree in relevant subject	• Master's degree or doctorate in relevant subject. • Recent participation in a range of relevant In-service training	Production of the Applicant's certificates
Experience:	• Highly effective teaching of Geography across the Key Stages as shown through strong student progress. Evidence of high pupil achievement from teaching.	• Teaching up to GCSE. • Working as a form tutor. Involvement in extra-curricular activities.	CV Interview Professional references

Skills:	• Excellent interpersonal skills. • Excellent written and verbal communicator. • Competent user of ICT both in and beyond the classroom. • Build successful and appropriate relationships with pupils, staff, parents, and the wider community. • Confidence, commitment, and integrity. • Maintain confidentiality • Strong Excel skills.		CV Interview Professional references
Knowledge:	• Educational development of pupils and how to encourage them to reach their potential. • Knowledge of programmes of study and assessment in History. • Effective teaching and learning strategies. • Understanding of Health and Safety requirements relating to science. • Understanding of the importance and implementation of safeguarding procedures.	• Recent professional development related to their subject area.	Contents of the Application Form Interview Professional references
Personal competencies and qualities:	• Professional and efficient. • Honesty and reliability. • Hard working. • Motivational and inspirational.		Contents of the Application Form Interview Professional references