



## JOB DESCRIPTION

<b>JOB TITLE</b>	Teacher of Geography (0.5FTE)
<b>DEPARTMENT/SECTION</b>	Geography
<b>LINE MANAGER</b>	Head of Geography
<b>SAFEGUARDING:</b> <i>Forest School is committed to safeguarding and promoting the welfare of children.</i>  The postholder will be required to; <ul style="list-style-type: none"><li>• Complete an Enhanced Disclosure and Barring Check (DBS).</li><li>• Complete Child Protection Training.</li></ul> Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact	
<b>JOB SUMMARY:</b> We are seeking a friendly, lively, energetic, hard working and committed teacher who is mindful, resilient, flexible and adaptable as well as resourceful. The highest levels of professionalism are also required. The successful candidate will be able to use their initiative and work in a collaborative and collegial way. She or he will be intensely ambitious for the Department, the School and its pupils.  Forest School is a happy community with a very supportive common room environment. We enjoy the multi-cultural mix of London and we expect all of our staff to value and support their colleagues and the School community generally, as well as fully supporting the ethos and values of the School. Our pupils and staff enjoy excellent rapport.	
<b>KEY DUTIES AND RESPONSIBILITIES:</b> The Geography Department comprises of three full-time teachers and three part-time teachers; all highly experienced. As a collaborative and successful team we enable Forest pupils to engage with and understand the complexity of the world around them. Geographers at Forest achieve outstanding results at A Level and excellent results at IGCSE.  In 2019, our nineteen Year 13 students achieved 74% A*/A grades (10 A*/4 A) in their CIE A Level Geography. At GCSE our Geographers achieved 61% A*/A grades. In September 2021 our Year 10 and 11 cohorts will have a total of 163 pupils, and our Year 12 and 13 groups a total of 36 students; recruitment from KS3 and KS4 is strong.	

The Department accommodation consists of four specialist classrooms and are resourced with a large magnetic whiteboard world map, the latest IWB SmartBoards and a PC connected to the School's network, Office 365 and the internet. All pupils bring their own electronic device to lessons and have access to Office 365 (Word, Excel, PowerPoint, OneNote, Sway and OneDrive). Additionally, each colleague has access to a large range of Geographical resources ranging from online subscriptions to Geography Review, WideWorld, and Geofile/GeoActive and Curriculum Press, to Planet e-Stream media and DigiMap for Schools.

At GCE we offer the Cambridge International A Level, and at GCSE the Year 10 and 11 cohort study the Cambridge IGCSE. In Years 10 and 11, students receive 6 x 50 minute lessons per fortnight (usually 2 doubles and 2 singles), and the Year 12 and Year 13 students are taught the I A Level through 12 lessons equally split between a Human Geography and Physical Geography specialist, respectively.

All pupils in Years 7 - 9 study Geography for 3 x 50 minute periods per fortnight. At KS3 pupils develop a broad foundation/base of Geographical skills through investigational and theoretical work on core map skills.

- The Year 7 course also investigates the United Kingdom, River Processes/Landforms and River Flooding;
- In Year 8, pupils explore Climate change, Extreme Weather and Impacts of Climate Change, Development and Population;
- In Year 9, pupils are introduced to topics studied at GCSE – Natural hazards, Weather hazards, Natural resources and The Urban world.

The successful candidate would also be expected to work collaboratively with colleagues to find new and exciting ways of promoting the subject beyond timetabled lessons, as well as participate in day and residential fieldwork trips.

## **TEACHER - GENERIC DUTIES AND RESPONSIBILITIES**

Below sets out the generic main duties and responsibilities of any teacher at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School teachers are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the School.

### Teaching and Learning

- Plan, prepare and deliver purposeful and productive lessons to assigned classes.
- Be prepared to innovate and devise imaginatively varied ways of teaching their subjects to inspire pupils.
- Encourage pupils and show enthusiasm for their subject in the classroom.
- Mark work according to departmental and School marking policies, giving appropriate feedback and maintaining records of pupils' progress in their subject.
- Demonstrate an awareness of Assessment for Learning strategies and personalise the learning of all pupils, as appropriate.
- Select and use a range of different learning resources and teaching styles, appropriate to subject and topic.
- Participate in mutual lesson observations both within and beyond their department as a part of sharing best practice.
- Use teaching strategies that allow for the full range of ability and learning styles in each class, particularly taking into account the learning needs of LDD pupils.
- Research new topic areas and maintain up-to-date subject knowledge.
- Undertake report writing and the award of internal grades as required.

### *In the Department*

- Carry out any reasonable subject-related duties assigned to them by their Head of Department.
- Attend department meetings and moderation meetings as requested by their Head of Department.
- Contribute to the Department's devising and writing of new subject materials when required.
- Make themselves familiar with the contents of their Department Handbook and endeavour to follow closely the guidance and Schemes of Work provided in this document.

### Co-Curricular

- Contribute imaginatively to the co-curricular, extra-curricular and sporting programmes of the School as required by the Head of Department, Deputy Head Co-Curricular or the Heads of Section and Preparatory Schools, and be prepared to run or assist with activities beyond lesson times and on Saturdays when required.
- Take part in the outdoor programme of the School in activities ranging from Games to the Duke of Edinburgh's Award and the Combined Cadet Force.

### Pastoral

- Ensure that they are familiar with the School's health and safety guidance and be responsible of their own health and safety and that of their pupils.
- If full-time, be prepared to undertake the pastoral role of a form tutor.
- Manage pupil behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the Behaviour Policy (and the Disciplinary Framework) and to enforce the pupils' Code of Conduct and Dress Code.
- If present in School, attend assemblies and Chapel, supervising the pupils, unless permission has been granted by the Deputy Warden that they be excused.

### Other Professional Duties

- Support and foster the aims of the School.
- Make themselves familiar with the contents of the Staff Handbook, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them by their Head of Department or Senior Teachers, punctually and efficiently.
- Attend staff meetings, parents' evenings, Commemoration Day, Inset sessions and similar important functions both in and out of normal School hours, and participate in the main Saturday Open Day for prospective parents and pupils.
- Notify their Head of Department and the Director of Studies as early as possible if they are going to be absent from School and set rigorous, appropriate work.

## **FOREST SCHOOL'S POLICY AND PROCEDURE**

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the line manager or Head of Department/Section.