

# ST MARY'S SCHOOL ASCOT



## Job Description, Person Specification and Application Details Teacher of Geography – full or part time

St Mary's School Ascot is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

1. **Title.** Teacher of Geography
2. **Location.** St Mary's School Ascot, St Mary's Road, Ascot, SL5 9JF.
3. **Background.** St Mary's School Ascot is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the heart of Berkshire. We are a friendly, stable and caring community, proud of our academic and sporting achievements and dedicated to bringing out the full potential of each of our 390 pupils. We are committed to full boarding, with spaces for a few day pupils living nearby. We offer a stimulating range of extra-curricular activities which take place in the evenings and throughout the weekend. For further details see the website: [www.st-marys-ascot.co.uk](http://www.st-marys-ascot.co.uk)
4. **The Geography Department** The Geography department is currently staffed as follows:
  - Head of department
  - 1 full time and 1 part time geography teacher
5. **The Appointment** St Mary's School Ascot wishes to appoint a well-qualified graduate of Geography to teach full or part-time from January 2020.

The successful candidate will report directly to the Head of Geography. S/he will be required to teach the subject throughout the school and be expected:

- to plan lessons carefully according to the Key Stage 3 schemes of work and GCSE and A-level specifications, as appropriate;
- to help ensure that schemes of work are kept up to date and take responsibility for planning new schemes for KS3, GCSE and A-level, as appropriate;
- to keep efficient records of all lessons and study assignments and to set and mark study regularly;
- to assess and report on pupils' progress according to the systems and policies existing within the school, keeping strictly to deadlines;
- to keep up to date with developing the use of ICT both in the classroom and on field trips;
- to help with the organisation of Geography resources;
- to teach and support pupils of all abilities and provide appropriate levels of work for pupils with special educational needs, such as those with dyslexia and those who are gifted and able;
- to help write and mark internal and entrance examinations;
- if appropriate, to deliver university preparation lessons to the sixth form;

- to accompany fieldtrips and to help with their organisation and, if appropriate, to lead some field trips;
- to accept responsibility for pupil welfare and discipline in lessons, within the framework of whole-school policies;
- to ensure that appropriate cover work is provided when absent;
- to attend weekly department meetings;
- to maintain an attractive and well-ordered environment, encouraging pupils' pride in their display of work;
- to fulfil other duties as required by the Head of Geography.

### **Additional Duties**

- All members of staff are involved in extra-curricular activities, pastoral duties and/or the running of societies depending on interest and experience
- All members of staff are in school to help with House duties on two weekends and two evenings a term
- All members of staff are expected to carry out cover and other duties eg lunch supervision.
- All members of staff can expect to take charge of a tutor group
- All members of staff attend parent/staff meetings
- All members of staff attend six full days of INSET per year at the start of terms (pro rata for part time member of staff)
- All members of staff attend the annual Open Day and any other out of school social function as required by the Headmistress.

6. **Line Manager** The Line Manager is the Head of Geography.

7. **Person Specification** The person appointed should hold a good degree in Geography and should preferably have gained, or be in the process of studying for, a PGCE or equivalent. Candidates are expected to demonstrate the following essential skills:

- excellent subject knowledge and ability to communicate this to pupils;
- enthusiasm for and commitment to Geography;
- excellent teaching skills including a confident and progressive use of ICT;
- good communication skills and the ability to work as a team.

9. **A Catholic School** Nearly all pupils and about 50% of the staff are Roman Catholic. It is not a requirement of this post that applicants should be RC but all staff at the school are expected to be sympathetic to the religious and boarding character of the school.

10. **Conditions**

The salary is paid according to the St Mary's scale.

Accommodation: The post is not residential and no accommodation is available.

11. **Applications.** A short letter of application, completed application form and the names, addresses and telephone numbers of three referees (including the current or latest employer) should be sent by noon on the closing date of 26 June 2019 to: **Mrs Danuta Staunton, Headmistress Elect, St Mary's School, Ascot SL5 9JF.** First interviews will take place on 1 July 2019. Second interviews and lesson observation to follow.