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REDMAIDS'
HIGH SCHOOL
FOR GIRLS | BRISTOL



Job description

Part-time Teacher of Geography – from September 2020

Redmaids' High School: A company limited by guarantee, company number: 5165135. Registered Office: Westbury Road, Westbury-on-Trym, Bristol, BS9 3AW. Registered charity number: 1105017

Job Role Specification

Post: Part-time Teacher of Geography 0.6

Line Manager: Head of Department

Anticipated start date: 01 September 2020

Department Outline

Redmaids' High is looking for an inspirational part-time Teacher of Geography (0.6) to join a committed team in a thriving department. The ability to teach the IB Diploma Programme would be an advantage, but not essential. Enthusiasm, passion and strong subject knowledge are key attributes that the successful candidate will require for this post. This popular department plays a key role in the rounded education of our girls and achieves excellent results. To ensure that the department continues to flourish we are looking for a dynamic and innovative individual who must enjoy working as part of a team, be open to new ideas and challenges and be aware of current trends in today's society. Teaching will be at Key Stage 3, GCSE, A level and IB.

In addition to the Head of Department, there are two further full-time members of staff, both of whom hold further responsibilities within the School. Examination results have been excellent for many years, and numbers in the Sixth Form teaching groups are healthy.

Wider Activities

The department makes full use of its surroundings for local fieldwork and as such fosters a passion for geography in the outdoors. The department is very active in the Geographical Association (GA) Bristol Branch. Through this we widen and enhance student learning by participating in lectures, wider fieldwork opportunities and competitions. As a result the department holds the GA Centre of Excellence for the teaching and learning of Geography.

The department is also involved with the Green Captains who encourage the Green Team in finding ways of improving the environmental credentials of the School.

Geography GCSE Results

	A*	A	B	C	D	E	
2017	11	4	6	1	1		

Geography GCSE Results

	9 A*	8 A*	7 A	6 B	5 C/B	4 C	
2018	5	5	11	8	5	4	
2019	12	5	9	4	1	1	

Geography A Level Results

	A*	A	B	C	D	E
2017	3	6	7	3	1	
2018	2	3	2	1	1	
2019	1	3	2	1		

Geography IB Diploma Results

	7H	7S	6H	6S	5H	5S	4H	4S	3H	3S
2017	2					1				
2018	1									
2019	1		1							

Duties and Responsibilities

A successful Department is one that not only produces good examination results, but which generates enthusiasm, enjoyment and a sense of purpose among students and staff. We aim high at Redmaids' High School and are proud to do so, inspiring a love of learning, fostering intellectual independence, and promoting self-confidence and a sense of adventure among our students. All members of staff have an important part to play in this and will set his / her sights high in everything they do. We expect all of our staff to lead by example through excellent teaching, outstanding organisation, patience, understanding and empathy, as well as knowledge of the 'bigger picture' and the place the Department has in the priorities of the School.

Particular duties of all teachers at Redmaids' High School include:

- Maximise the learning opportunities for each student by employing a variety of teaching and learning approaches, and setting and marking work regularly.
- Differentiate teaching according to the special educational needs of students.
- Plan, prepare in advance and keep records of lessons and schemes of work.
- Contribute to the development of the department by regular attendance at departmental meetings; contribute to and adhere to the schemes of work of the department; provide and use relevant lesson plans and accept advice and instruction from the Head of Department.
- Record student attendance and absence in every lesson.
- Fulfil the established assessment, recording, profiling and reporting systems of the school.
- Take part in the arrangements made by the school for the appraisal of all staff.
- Take part in arrangements for further training and professional development as required
- Maintain good order and discipline among all students of the school, safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Make use of the school Rewards and Sanctions Policies
- Liaise with the Form Tutor, Pastoral Head and Head of Department as appropriate over any students causing concern, using the green Academic Concern slips
- Prepare students for public examinations; record and report such assessments; participate in arrangements for supervision during such examinations.
- Arrive promptly for the school day and for lessons.
- Give early notice to the Headmistress in the case of unavoidable absence through sickness or other causes and indicate work for classes to follow. Mark such work on return.
- Undertake supervision duties in accordance with the rotas published in school.
- It is the expectation that all subject teachers will also act as form tutors or assistant form tutors.
- Safeguard and promote the welfare of all students in and visiting the school.
- Carry out any other reasonable duties associated with the role, as requested by the Headmistress.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Working hours and conditions

Working Hours	Normal working hours will be those necessary to carry out the duties of the post as part-time teacher of Geography. Not more than 175 days plus 4 INSET days.
Salary	The salary will be determined by the Redmaids' High Teachers' Scale with reference to national guidelines in the maintained sector.
Pension	The School is part of the Teachers' Pension Scheme and all teachers are automatically included in the Scheme. An alternative scheme is also offered which teachers can opt in to. (Further details are available from the DFO.)
Lunch	School lunch is provided during term time.

Education Discount for staff children.
Reciprocal staff discount for The Queen Elizabeth's Hospital School for Boys.

Car Parking Limited car parking is available on site.

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

How to apply

A full covering letter addressed to the Headmistress, Mrs I M Tobias, should accompany application forms. Please send to Redmaids' High School, Westbury-on-Trym, Bristol, BS9 3AW or j_bell@redmaidshigh.co.uk

The closing date for applications is 9.00am on Friday 13 March 2020

Redmaids' High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmistress' which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.