

## JOB DESCRIPTION

<b>School/College:</b>	West Norfolk Academies Trust Based at <b>St Clement's High School</b>
<b>Job Title:</b>	Teacher of Science (Full Time post starting September 2018) NQT applications welcomed.
<b>Grade:</b>	MPS/UPS as appropriate
<b>Responsible to:</b>	Headteacher and Designated Line Manager
<b>Working With:</b>	Staff and Students Parents/Carers/Guardians The local community Other Education Providers

### Purpose of the Job

- To meet all requirements of the Teachers' Standards.
- Within the designated curriculum area, to implement, deliver and contribute to the published scheme of work.
- To shape the learning experience to motivate and encourage students to achieve their full potential.
- To monitor the progress of students and provide support to ensure personal and academic growth.
- To secure high quality teaching, effective use of resources and improved standards of learning and achievement for all students.

### Teaching and Learning Responsibilities

- To deliver the designated programme of teaching as presented in the published scheme of work.
- To aim to be an outstanding classroom teacher, seeking to improve the quality of teaching and learning.
- To have knowledge and understanding of the characteristics of high quality teaching and the main strategies for improving and sustaining high standards of teaching, learning and achievement for all students.

- To use a variety of delivery methods to stimulate learning, appropriate to student abilities.
- To prepare and update subject materials. To establish, monitor and adapt schemes of work in line with curriculum changes and DfES requirements.
- To ensure a high quality learning experience for students that meets internal and external quality standards.
- To ensure curriculum coverage, continuity and progression in the subject for all students, including those of high ability and those with special educational or linguistic needs.
- Within the guidance presented in the school Assessment Policy and using appropriate I.T. systems, to assess, record and report on the attendance, progress, development and attainment of students. To use this information to recognise achievement and to assist students in setting clear targets for further improvement. To use this data effectively to identify underachieving students and, where necessary, create and implement effective plans of action to support those students.
- To take part in Parent/Carer Information Evenings.
- Within the school's marking and homework policy, to set and mark work appropriate to the needs of each student. To provide constructive feedback to facilitate progression.
- To undertake assessment of students as required by internal and external (e.g. examination boards) procedures.
- To apply the school's Behaviour Policy to ensure that effective learning can take place. To maintain discipline and use appropriate rewards and sanctions in line with school policy.
- To ensure that Literacy, Numeracy and ICT opportunities are optimised within the context of the designated teaching programme.
- To ensure effective development of students' individual and collaborative study skills necessary for them to become increasingly independent when out of school.
- To optimise the use of classroom support staff.

### **Wider Professional Effectiveness**

- Make an active contribution to the policies and aspirations of the school, including those in relation to behaviour, discipline, bullying and racial harassment.
- Maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range of sources inside and outside the school.
- To ensure that all staff and students within the department comply with Health and Safety Policies at all times.
- Establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about curriculum, attainment, progress and targets.
- To undertake any other duties that are commensurate with the grade and scope of the post as determined by the Headteacher.

### **Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy's financial regulations.

## PERSON SPECIFICATION

Qualifications	Essential	Desirable	How assessed
Qualified Teacher Status	✓		Appl
Relevant Degree	✓		Appl
Experience of relevant CPD		✓	Appl

Experience	Essential	Desirable	How assessed
Significant experience of teaching at KS3 and KS4	✓		Appl/Int/Ref
Experience of working in a team	✓		
Experience of effective management of student behaviour	✓		
Contribution to school beyond the classroom		✓	

Skills, Attributes and Knowledge	Essential	Desirable	How assessed
Secure knowledge of subject area	✓		Appl/Int/Ref
An understanding of the use of data in promoting pupil achievement and attainment	✓		
Skills and knowledge to deal with student safety and behaviour	✓		
Setting high standards to staff and students by personal example	✓		
Ability to gain parental support and co-operation	✓		
An understanding of the ECM agenda	✓		
Ability to work effectively under pressure	✓		
Ability to prioritise and meet deadlines	✓		
Commitment to continued personal development	✓		
Ability to focus on standards and the belief that all students can succeed given the right opportunity and support	✓		
Demonstrate a commitment to equal opportunities	✓		
Ability to achieve value for money within the designated budget	✓		
IT literate.	✓		

Personal qualities	Essential	Desirable	How assessed
Ambition for self and others	✓		Appl/Int/Ref
Genuine concern for others	✓		
Enthusiastic and committed	✓		
Decisive, determined and self-confident	✓		
Integrity, trustworthy, honest and open	✓		
Accessible and approachable	✓		
Excellent attendance and punctuality	✓		
Excellent interpersonal skills	✓		

Appl = Application form

Int = Interview

Ref = Reference