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**Junior School Teacher with specialism in Science/KS3 Science Teacher**

**Quinton House School**

**Job Purpose**

To contribute to providing an excellent education for all the school’s pupils by teaching with expertise and enthusiasm, offering support to the learning of individual pupils and contributing to the school’s pastoral system.

To support the Headteacher, Head of Juniors and the SLT in the implementation of all aspects of school and Cognita policies in order to maintain the aims and ethos of the school and Cognita as a whole.

**Accountabilities**

**Teaching and Learning:**

Having regard to the curriculum, plan and teach challenging, well-organised lessons and sequences of lessons, informed by secure subject knowledge, specifically by:

1. Using an appropriate range of teaching strategies and resources, which meet learners’ needs and expectations and are designed to raise levels of attainment.
2. Building on the prior knowledge and attainment of earlier learning in order that learners meet their learning objectives and make sustained progress.
3. Directing LSAs appropriately to promote progress for all pupils.
4. Setting appropriate homework and independent study to ensure pupils develop their knowledge and skills outside of the lesson.
5. Developing ways to encourage, challenge and inspire pupils to apply new knowledge, understanding and skills and deepen them further.
6. Using language appropriate to learners, introducing new ideas and concepts clearly, and using explanations, questions, discussions and plenaries effectively.
7. Assessing, recording and reporting on the development, progress and attainment of pupils.
8. Providing pupils, colleagues, parents and carers with timely, accurate and constructive feedback on pupils’ progress, attainment and areas for development.
9. Advising and co-operating with the other key stage teachers and Head of Juniors on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
10. Contributing as appropriate to the development of schemes of work and adhering to schemes of work when planning and teaching.
11. Knowing and implementing the assessment requirements and arrangements for the year groups they teach.
12. Managing pupils’ behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school’s behaviour policy.

**Subject Leadership**

At times, teachers may be asked to take responsibility for coordinating a subject across the junior school, specifically by:

1. Being responsible for the co-ordination of an area of the school curriculum, including ensuring a relevant and appropriate curriculum policy is produced and reviewed, according to the school’s schedule, and is complimented by associated schemes of work.
2. To monitor and evaluate learning within the curriculum area in line with the school’s monitoring cycle. (This may include observation or use other approaches, work sampling, planning, review etc).
3. To advise and support other members of staff on the content and delivery of the curriculum area.
4. To identify and secure provision of appropriate in-service professional development in relation to the curriculum area, with the support of the Headteacher.

**Marketing:**

1. Actively participating in educational outreach and promoting the key stage within the school community to encourage pupils’ interest in specific subject areas or school.
2. Promoting the whole school in a variety of different contexts, including attending marketing events where appropriate, and in interactions with parents and prospective parents and pupils.
3. Attend all Open Mornings in order to market the school and the subject area to prospective parents. Some Open Mornings are on Saturdays.

**Extra Curricular:**

1. Coordinate and lead a variety of extra-curricular clubs across the junior school. These may be at lunchtime or after school.
2. Attend school events as required.

**All teaching staff are expected to:**

1. Work towards and support the school vision and the current school objectives outlined in the School Improvement Plan.
2. Maintain high professional standards of attendance, punctuality, appearance, and conduct.
3. Demonstrate positive and courteous relations with pupils, colleagues, parents and any external personnel.
4. Adhere to school and Cognita policies.
5. Contribute towards organising, participating in or delivering on the school’s programme of extra-curricular activities.
6. Provide cover for absent colleagues by supervising and so far as is practicable, teaching pupils.
7. Participate in meetings at the school which relate to the curriculum or the administration or organisation of the school, including pastoral arrangements, or for any purpose as reasonably decided by the Headteacher.
8. Carry out duties – supervising pupils in unstructured time.
9. Attend all relevant parents’ meetings, which may take place in the evening.
10. Support pupils and colleagues by attending school productions, functions, trips and events as appropriate, and contributing, where possible, to the wider life of the school.
11. To actively engage in performance management.
12. To actively engage in professional development activities.
13. Carry out such other associated duties as are reasonably assigned by the Head.

**Pastoral Duties:**

1. To be the first point of call for pupils and parents in the class.
2. Take responsibility for the pastoral welfare of pupils in the class, working alongside the pastoral team as needed.

**Safeguarding:**

*“The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times.  If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.”*

**Person Specification**

**Skills required**

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| Ability to teach Junior School and KS3 Science | Essential  |
| Experience of teaching Junior School and KS3 Science | Desirable  |
| Experience of leading/coordinating Science | Desirable  |
| Ability to use a range of teaching strategies in order to meet the needs of all students  | Essential  |
| Effective behaviour management skills and discipline, both inside and outside the classroom  | Essential  |
| Dedication to promoting the key stage within the school and marketing within and outside school  | Essential  |
| Ability to lead a variety of extra-curricular clubs | Essential |
| Ability to communicate effectively, both verbally and in writing, with colleagues, school-based staff, governors, Cognita and external bodies  | Essential  |
| Excellent interpersonal skills, able to work effectively and harmoniously with others (including pupils, colleagues and parents)  | Essential  |
| Excellent organisational and time management skills with the ability to prioritise and work to deadlines  | Essential  |
| Ability to work on own initiative and react to competing demands  | Essential  |
| Ability to maintain confidentiality  | Essential  |
| Confident user of ICT to aid administration and learning  | Desirable  |

**Qualifications/Attainment**

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| --- | --- |
| Well qualified graduate  | Essential  |
| Qualified teacher status  | Desirable  |
| Proven track record of academic success within the phase or NQT equivalent  | Desirable  |