



Thomas's Battersea

Job Description for Science Teacher

General Professional Duties

The General Professional Duties of all teaching staff in the Upper School include: -

1. TEACHING

- a) Following Schemes of Work prepared by the Head of Department.
- b) Preparation of Medium and Short-term plans in conjunction with the other members of department.
- c) Planning for Inclusion (including catering for More Able pupils).
- d) Teaching lessons at the times stipulated on the school timetable.
- e) Maintaining order and good discipline among pupils and safeguarding their health and safety.
- f) Setting and marking of work to be done in school and for homework.
- g) Liaising with the SENCO, regarding pupils with diagnosed or suspected special educational needs. Sharing in the implementation of pupil Provision Maps.
- h) Providing a stimulating working environment in the classroom.

2. ASSESSMENT AND REPORTING

- a) Making regular assessments of pupils' attainment and progress.
- b) Keeping records of pupils' progress.
- c) Assessing and marking internal examinations.
- d) Writing reports on pupils' attainment and progress.
- e) Attending parents' evenings to discuss pupils' progress with parents.
- f) Providing written reports on pupils on request e.g. for applications to senior schools or for school transfers.

3. PROFESSIONAL DEVELOPMENT

- a) Periodically reviewing Teaching and Learning.
- b) Attending courses to develop professional skills.
- c) Attending departmental meetings.

4. STAFF MEETINGS

- a) Attending staff meetings to discuss curriculum, pastoral and other matters.

5. COVER

- a) Supervising the class of a colleague on short-term absence.

6. PASTORAL CARE

- a) Being actively involved in promoting the well-being of pupils.
- b) Providing a role model for pupils in terms of personal standards of conduct, appearance and punctuality.
- c) Reporting any academic or behavioural problems to the Headmaster, the Deputy Head (Academic), the Assistant Head or the Deputy Head (Pastoral).
- d) Maintaining open lines of communication with parents.
- e) Attending school assemblies and church services
- f) Sharing in the pastoral duties on a rota basis e.g. break and lunchtime duties.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times.

If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's child protection officer or to the Head.