

Ruthin School

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Established 1284

Principal: Mr T J Belfield MA (Cantab)

Teacher of Physics

Job Description and Checklist of Good Practice

Introduction

Currently, there are 109 pupils studying Physics in the Sixth Form, 107 studying Chemistry and 70 studying Biology. These numbers are set to increase from September 2017 and in order to attempt to keep the average class sizes around 10, additional staffing is required.

Science is taught as separate subjects (Biology, Physics and Chemistry) in Forms 1-5 (Years 7-11), with AQA GCSE being offered at Key Stage 4. Currently, the three sciences are compulsory up to GCSE.

The Science, Technology and PE Faculty at Ruthin School currently has the following employees:

- Dr Adam Hughes (Head of Science and Teacher of Physics)
- Jill Warriner (Head of Physics)
- Sue Frencham (Head of Chemistry)
- Dr Michelle Wilton (Head of Biology)
- Roger Wadon (Teacher of Physics)
- Christopher Perry (Teacher of Physics)
- Dr Mark Hannant (Teacher of Chemistry)
- Mr Gareth Johnson (Teacher of Chemistry)
- Dr Katy Johnson (Teacher of Chemistry)
- Cassandra Peters (Teacher of Biology)
- Stephanie Eve (Teacher of Biology)
- Ian Welsby (Vice-Principal and Teacher of Biology)
- David Owen-Booth (Teacher of Computer Science)
- Sue Morley (Housemistress and Teacher of PE)
- Mark Rimmer (Assistant Principal – Lower School and PE)
- Martin Bland (Housemaster and Laboratory Technician - Physics)
- Rachel Wright (Laboratory Technician – Chemistry and Biology)
- Anne Lewis (Laboratory Technician – Chemistry and Biology)

Due to many students opting to take Physics at A Level, with some applying to Oxford and Cambridge to read Science related subjects, including Engineering, the post holder will be required to teach Physics to A Level.

All staff in the School may be required to teach from Form 1 (Year 7) to Form 5 (Year 11) in addition to Sixth Form teaching. The post holder could be required to teach Chemistry or Physics to GCSE level.

Qualifications

The post holder will need to have a good degree, from a reputable university, in a Science related subject, preferably Physics.

Ruthin School does not require the post holder to hold a PGCE or have QTS (Qualified Teacher Status).

Due to a large number of pupils leaving Ruthin School to go to universities ranked in the top 20 in the UK, the post holder will be required to demonstrate strong academic knowledge up to, and beyond, A Level Physics.

Job Description and Working Practices

The Teacher of Physics will report to the Head of Science, Technology and PE.

Whilst it is impossible to detail every job involved in working in Ruthin School, below is a representation of what is involved.

- Plan and prepare lessons carefully
- Ensure that you are aware of and understand the marking procedures and details on assessment and record keeping.
- Make sure that preps. are set regularly and that they are promptly and thoroughly marked according to the Marking Policy.
- Provide information for the writing of references.
- Communicate and co-operate with other staff and departments.
- Keep up to date with all aspects of curriculum developments, with special reference to the Public Examinations.
- Foster, by example, a spirit of academic enquiry in the Department. Read and share books, articles etc.
- Take responsibility for the development, work and behaviour of all pupils who you teach.
- Ensure that pupils' efforts are rewarded.
- Make sure that you are aware of special circumstances affecting pupils; e.g. dyslexia, physical problems, home background etc.
- Be aware of those pupils who are struggling, experiencing special difficulties, or need stretching etc. and offer appropriate support.
- Help colleagues and seek advice in cases of disciplinary problems.
- Advise pupils at times of option choices and when help is needed for careers, or UCAS choices.
- Liaise with appropriate pastoral staff when problems involving specific pupils arise.
- Help with departmental contributions to parents' evenings, Open Days etc.
- Ensure that the information produced in report/ratings to parents is detailed, relevant and reflects the term's work and is specific to that pupil.
- Ensure that rooms, equipment, wall displays etc., are maintained to a high standard. Report defects promptly.
- Ensure that resources are stored securely.
- Advise the Head of Science about departmental needs.
- Set and mark, collate, and evaluate internal examinations at the request of the Head of Science.
- Keep records of all pupils: internal assessment, examinations both internal and external.
- Act as a tutor as and when advised.
- Participate in the duty rota.
- Attend staff meetings as and when called.
- Attend pre-term meetings or INSET days.
- Maintain good discipline within the classroom, the School and its facilities by carrying out the School Policy on: uniform, punctuality, respect for others, manners, appearance etc.
- Play a full part in the pastoral provisions of the School.
- Cover for absent colleagues as directed.

- Support activities within the School.
- Support all end of term events.
- Support inter-house activities.
- Share in evening and weekend duties.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Toby Belfield
Principal

February 2018