



An All-through Co-operative School

JOB DESCRIPTION

JOB TITLE	Head of KS5 Physics
GRADE	MPS + TLR 2a - £2,640
RESPONSIBLE TO	Head of Department

The main role of every teacher, regardless of other responsibilities, as a classroom teacher is:

- To inspire children with enthusiasm for the subject and a love of learning.
- Teaching across the full age and ability range, according to National Curriculum requirements and school policy, and preparing lessons, following the department's schemes of work or agreed syllabus.
- Contributing to schemes of work and resources and to the development of the department Policy, as a member of the department team.
- Maintaining an orderly-working atmosphere in the classroom, following the school's policies on behaviour, health and safety and equal opportunities.
- To keep up to date with current developments in the subject area and to attend relevant in-service training both within and without the school.
- Regular marking of students' work and attendance registers and carrying out of assessments according to the department and school policy, including regular feedback given to children.
- Regular setting and marking of homework, according to school policy.
- Maintaining and regularly changing stimulating classroom displays.
- Attendance at Department and contractual school meetings.
- Liaison with parents and colleagues where appropriate.
- Adhering to all the school's policies including equal opportunities and referral to Department or Year Head of students causing concern.
- A negotiated Department responsibility delegated by the Department, along with every other member of the team, including new qualified teachers.

- Promoting and supporting extra-curricular activities.
- To carry out the pastoral role of Form Tutor as required.
- To carry out any additional responsibilities as agreed with the Head of Department.

The responsibilities of Head of KS5 Physics in addition to generic classroom teacher's responsibility:

- To act as the first port of call for staff queries in relation to KS5 Physics schemes of work or concerns about students.
- To monitor the work of Physics staff at KS5 reporting regularly to the Head of Science. Involves monitoring of practical assessed tasks, exercise books, internal and external test results and teaching and learning at KS5 Physics.
- To evaluate the Achievement, Teaching, Learning, Behaviour, and Leadership and Management of the KS5 Physics department at key review points in the year and set development targets to show a commitment to maintaining and raising attainment in this area.
- To provide internal inset for Physics staff on current and new developments of the A-level curriculum.
- To liaise with KS3 and KS4 co-ordinators to develop schemes of work in Physics units at KS3 and KS4. Particular attention should be paid to assistance with practical tasks at KS3 and KS4 Physics and differentiating schemes of work.
- To demonstrate high standards of teaching and learning and be committed to developing the skills and knowledge of other staff who teach KS5 Physics to raise attainment.
- To support the Head of Department in developing the skills of teachers who are not Physics specialists, especially with regards to practical aspects of the course.
- To supervise the work and behaviour of all KS5 students in Physics. Reporting to the Head of Science, 6th form pastoral team and liaising with parents where necessary.
- To ensure that predicted grades are communicated effectively to students at key points in the academic year.
- To manage the issuing of textbooks, exercise books and exam revision materials to KS5 Physics students.
- To maintain a central database of module results, mock exams and practical tasks for KS5 Physics students.
- To track student progress at KS5 Physics using the central database and KS5 monitoring and identify students who are underachieving in KS5 Physics.

- To plan interventions to raise the attainment of individual students underachieving in KS5 Physics.
- To arrange external visits and trips for KS5 Physics students where appropriate.
- To continue to develop schemes of work for KS5 Physics. Schemes of work should include: clear aims and objectives, content outline, teaching strategies, guidance on homework and practical skills, strategies for providing work at all levels to ensure students are supported and stretched in lessons, strategies for improving students literacy, inclusion of ICT skills and strategies for assessing pupil progress (both summative and formative assessment).
- To keep appropriate records of practical assessed tasks and organise internal and external moderation of the assignments.
- To ensure that cover work is set for KS5 Physics classes if a member of staff is absent and is unable to set their own cover.
- To assist with moderation of KS4 Physics controlled assessed tasks.
- To develop internal tests for KS5 Physics within each module, and mock exams for whole units.
- To produce mark schemes for such tests and exams where appropriate.
- To submit external entries for KS5 Physics to the Exams Officer.
- To issue students with exam results to module tests and co-ordinate retake strategies where appropriate.
- To complete all administrative tasks for KS5 Physics including predicted grade sheets and practical assessed task entries.
- To provide information to parents and colleagues about the progress of A-level students.
- To prepare the KS5 Physics sections of the department handbook.
- To organise the KS5 Physics contribution to 6th form open evenings and Year 6 open evenings.
- To assist KS3 and KS4 co-ordinators with Physics contributions at KS3 and KS4 for Year 6 open evening.
- To check the condition of accommodation allocated to Physics and report any damage to the Head of Science and the Deputy Head of Site.
- To maintain a stimulating and ordered appearance of teaching rooms allocated to Physics ensuring the effective use of regularly changed displays.
- To plan, order and co-ordinate KS5 Physics resources for learning including books, exam papers, interactive resources, chemicals, biological substances and organisms and apparatus and to liaise with the Team Leader for Science Technicians and Head of Science with such expenditure.

- To manage the KS5 Physics budget.
- To carry out duties in accordance with the School and Department Health and Safety policies.
- To carry out any other reasonable duties as requested by the Head of Science.

The above responsibilities are subject to review and may be modified in the light of personal or professional development and changing school needs.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

This job description should be read in conjunction with the School Teachers' pay and conditions document DFE 2016.

Job descriptions are reviewed annually and may be amended following discussion with the postholder.