Dr Challoner's High School

Job Description – TEACHER OF CHEMISTRY	
Responsible to	Head of Department
Pay scale	Main Pay Scale
Terms and Conditions	Full time

Purpose of job

1. To participate in the development of appropriate syllabuses, materials and schemes of work.
2. These responsibilities should be met by working to the guidelines set out in the job description for a standard scale teacher:

Main duties and responsibilities

1. To prepare and organise lessons in accordance with an agreed syllabus and using teaching strategies and methods formulated in departmental meetings to an agreed schedule.
2. To arrive punctually at lessons and to expect and ensure well disciplined lessons.
3. To set and mark homework regularly according to school policy and in a style agreed within the department.
4. To carry out class assessments of pupils' progress and complete records according to agreed departmental grading and assessment policy.
5. To collaborate in the setting and marking of examination papers as requested by the Head of Department.
6. To complete reports/profiles on pupils' progress and achievements for the information of parents in accordance with school policy.
7. To attend Parents' evenings as required.
8. To assist the progress of pupils by encouragement and praise whenever possible and to be constructive in any comments and guidance.
9. To discuss with Heads of Department any pupil whose work is a cause for concern and to decide in consultation with him/her any further action.
10. To attend staff and department meetings as required and to carry out tasks as requested by the Head of Department.
11. To contribute to curriculum development and to maintain specialist expertise by being aware of recent developments in the subject.
12. To safeguard and promote the welfare of pupils in your care and ensure all Health and Safety regulations covering staff and pupils are complied with.
13. Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
14. Contribute to the school's programme of extra-curricular activities.
15. Support and contribute to the school's responsibility for safeguarding students.
16. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
17. Work within the school's Diversity/Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective.
18. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
19. Engage actively in the performance management process.
20. Adhere to policies and procedures as set out in the Governing Body's Regulations, Staff

Handbook and as otherwise notified from time to time.

21. Undertake other reasonable duties related to the job purpose required from time to time.

General responsibilities common to all staff

1. To carry out duties as may be required from time to time commensurate with the overall responsibility of the post.
2. To comply and actively promote school policies, including Behaviour for Learning, Equal Opportunities and Health and Safety.
3. To promote positive student conduct. To confront negative student conduct and take appropriate steps to deal with it.
4. To deal with all telephone and personal enquiries efficiently, sensitively and effectively, in a way that promotes a positive image of the school and maintains confidentiality.
5. To participate in the School's performance management process.
6. To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts.
7. To undertake training and development relevant to the post.

Person Specification – TEACHER OF CHEMISTRY

Qualifications	1. Degree in a Science subject 2. Qualified Teaching Status
Experience	1. Ability to teach Science at KS3 and Chemistry at GCSE. Ability to teach A Level desirable. 2. Knowledge of Health & Safety issues 3. Knowledge and use of ICT in teaching and learning 4. Commitment to continuing professional development 5. Knowledge of current curriculum developments 6. Effective communication skills 7. High standards of classroom management 8. High expectations of students 9. Understanding of child protection and safeguarding issues
Knowledge, Skills and Personal Qualities	1. Commitment to a 'team' ethos (E) 2. Commitment to equal opportunities and the equal value of all members of the school community (E) 3. A robust constitution and stamina 4. Competent and effective user of IT, including Excel and Word and having the ability to learn to use SIMS (school database) relatively quickly (E) 5. Ability to work very accurately (E) 6. Ability to work under pressure and remain calm (E) 7. Strong written and oral communication skills and the confidence to work effectively with staff, students and parents (E) 8. Commitment to staff welfare, including being understanding, supportive and able to maintain confidentiality (E) 9. Commitment to equal opportunities and the equal value of all members of the school community (E) D = Desirable E = Essential