|  |
| --- |
| **Job Description** |

|  |
| --- |
| **Job Title: Science Teacher** |
| **Academy Name:** EBN Academy |
| **Location/Address: 10 High Street, Castle Vale, Birmingham** |

|  |
| --- |
|  |
|  |
| Purpose:   * To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students aged 13-16 and to support a designated curriculum area. * To monitor and support the overall progress and development of students as a teacher/group tutor. * To facilitate and encourage a learning experience which provides students with the opportunity to achieve the highest of standards. * To share and support the school’s responsibility to provide and monitor opportunities for students’ personal and academic growth.   Reporting to: The Curriculum Leader  Responsible for:   * The provision of a full learning experience and support for students in accordance with the professional duties of a teacher.   Liaising with: The Principal, teaching/support staff, external agencies and parents  The following information is furnished to assist staff joining EBN Free School to understand and appreciate the work content of their post and the role they play in the establishment.  Core Duties:  To carry out the professional duties of a school teacher-  Operational/Strategic Planning:   * To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in your curriculum area. * To contribute to the area’s development plan and its implementation. * To plan and prepare courses and lessons. * To contribute to the school’s planning activities. * To carry out pre-school, break, lunchtime and after-school duties as assigned to you   Curriculum Provision:   * To assist the curriculum leader to ensure the curriculum area provides a range of teaching that complements the school’s strategic objectives   Curriculum Development:   * To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding and the school’s mission and strategic objectives   Staff Development:   * To take part in the school’s staff development programme by participating in arrangements for further training and professional development and ensuring line managed staff do the same * To continue personal development in the relevant areas including subject knowledge and teaching methods * To engage actively in the Appraisal review process   Recruitment/deployment of staff:   * To ensure the effective/efficient deployment of classroom support * To work as a member of a designated team and to contribute positively to effective working relationships within the school.   Quality Assurance:   * To help implement school quality procedures and adhere to them * To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria. * To review from time to time methods of teaching and programmes of work. * To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.   Management information:   * To maintain appropriate records and to provide relevant, accurate and up to date information for the MIS * To complete the relevant documentation to assist in the tracking of students * To track student progress and use information to inform teaching and learning.   Communications:   * To communicate effectively with the parents of students as appropriate * To communicate and co-operate with persons or bodies outside the school, where appropriate. * To follow agreed policies for communications in the school.   Marketing and Liaison:   * To take part in marketing and liaison activities such as Open Evenings, Parents’ Evenings, Review Days and liaison events with other institutions. * To contribute to the development of effective subject links with all schools in East Network, external agencies, primary schools, and other secondary schools.   Management of Resources:   * To contribute to the process of ordering and allocation of equipment and materials. * To assist the Curriculum Leader to identify resource needs and ensure the efficient and effective use of physical resources. * To co-operate with other staff to ensure a sharing and effective use of resources to the benefit of all students and staff.   Pastoral System:   * To be a group tutor * To promote the general progress and well-being of individual students and of the group as a whole. * To liaise with relevant staff to ensure the effective implementation of the school’s support systems. * To evaluate and monitor the progress of students and keep up to date student records as may be required. * To contribute to the preparation of action plans and progress files and other reports. * To alert appropriate staff to learning difficulties experienced by students and make recommendations as to how these may be resolved. * To communicate, as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students. * To contribute to the design and implementation of programmes for enrichment, enterprise and tutorial activities. * To support the school’s behaviour management protocols so that effective learning can take place.   Teaching:   * To teach students according to their educational needs including the setting and marking of work to be carried out by the student in the school and elsewhere. * To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as required. * To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. * To ensure that ICT, literacy, numeracy and all agreed key skills are reflected in the teaching/learning experiences of students. * To ensure a high quality learning experience for students in the curriculum area that meets internal and external quality standards. * To prepare and update subject materials. * To use a variety of delivery methods that will stimulate learning appropriate to student needs and the demands of the syllabus. * To maintain discipline in accordance with school procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. * To undertake assessment of students as requested by external examination bodies and whole school procedures. * To mark, grade and give verbal/written and diagnostic feedback as required. * To jointly plan and support any support staff in classes in the curriculum area.   Other duties:   * To play a full part in the life of the school, to support its distinctive mission and ethos and to encourage staff and students to follow this example. * To actively promote the school’s corporate policies. * To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate. * To promote and safeguard the welfare of students for whom you are responsible or come into contact with. * To undertake any other duty as specified in the standards for teachers not mentioned in the above.   All adults employed by the EBN Academy are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.  Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description. |

|  |
| --- |
|  |
| This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. |

**Signed by**

**Date**