



JOB DESCRIPTION & PERSON SPECIFICATION

2i/c. Science

BOW SCHOOL

**44 TWELVETREES CRESENT, BOW,
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PERSON SPECIFICATION

| Attributes | Criteria |
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| Qualifications and Training | <ul style="list-style-type: none"> • Qualified Teacher Status |
| | <ul style="list-style-type: none"> • Academic qualification to degree level or above |
| | <ul style="list-style-type: none"> • Evidence of relevant and recent training and professional development |
| Experience of | <ul style="list-style-type: none"> • Significantly contributing to the success of a department through learning and teaching |
| | <ul style="list-style-type: none"> • Raising standards at Key Stages 3, 4 and 5 |
| | <ul style="list-style-type: none"> • Performing as an outstanding classroom practitioner |
| | <ul style="list-style-type: none"> • Promoting a positive ethos and well ordered student behaviour |
| Skills | <ul style="list-style-type: none"> • Ability to develop good working relationships with a range of personnel both within school and the wider community |
| | <ul style="list-style-type: none"> • Ability to lead and motivate staff within a performance management framework |
| | <ul style="list-style-type: none"> • Ability to create a stimulating visual environment in the classroom |
| | <ul style="list-style-type: none"> • Ability to produce high quality teaching materials and share good practice |
| | <ul style="list-style-type: none"> • Outstanding teaching and learning skills |
| | <ul style="list-style-type: none"> • Ability to use data to measure and extend progress |
| | <ul style="list-style-type: none"> • Ability to use ICT effectively in the teaching of Science |
| Knowledge and Understanding of | <ul style="list-style-type: none"> • What outstanding teaching practice looks like |
| | <ul style="list-style-type: none"> • How assessment can effectively be used to raise standards |
| | <ul style="list-style-type: none"> • Recent educational developments |
| | <ul style="list-style-type: none"> • How to raise student aspirations and expectations |
| | <ul style="list-style-type: none"> • How modern technologies can be used to raise standards |
| | <ul style="list-style-type: none"> • How an equalities and diversity policy can effectively operate within a school |
| Other | <ul style="list-style-type: none"> • A strong commitment to improving educational opportunities and a belief in the potential of every student |
| | <ul style="list-style-type: none"> • Excellent interpersonal, written and communication skills |
| | <ul style="list-style-type: none"> • Energy, enthusiasm, flexibility and resilience |
| | <ul style="list-style-type: none"> • Personal drive and the energy to motivate and inspire staff and students |
| | <ul style="list-style-type: none"> • An excellent record of attendance and punctuality |

2 I/C Science Job Description



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| Job Title | Second in charge |
| Grade | 2i/c. TLR 2b £4,438 |
| Reporting to | Director of Learning - Science |
| Specific Responsibilities: | |
| <ul style="list-style-type: none"> • To take responsibility for a Key Stage within the subject area. • To take responsibility for the development, monitoring and review of schemes of work for a Key Stage within the subject area. • To track the progress of students of the agreed Key Stage and to implement intervention plans to raise underachievement including liaison with YLM and members of the inclusion team as appropriate. • To ensure that appropriate assessment and or external examinations are in place across the key stage. • To deputise for the Director of Learning in their absence. • To maintain a portfolio of exemplar students' work that reflects progression within the attainment strands for the agreed key stage. • To ensure that appropriate cover is in place in the event of the absence of a colleague. • To plan, implement and evaluate the impact of a principal project, each year, which links to and seeks to address one aspect of the school improvement priorities. • To ensure appropriate provision of extra-curricular activities across the subject monitoring and evaluating their impact. | |
| Leadership & Management | |
| <ul style="list-style-type: none"> • To consult on, create, implement and review annual Department Improvement Plan jointly with the Director of Learning. • To ensure that an accurate database of student achievement for the agreed Key Stage is maintained across the Department. • To ensure that display across the subject area is relevant, regularly updated, maintained, celebrate student achievement and has an impact on teaching and learning. • To provide reports on student achievement at the agreed Key Stage, as and when required by SLT • To assist with organising internal examination within the Department | |
| Development of the subject | |
| <ul style="list-style-type: none"> • To assist with the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department • To ensure curriculum coverage, continuity and progression for all students at the agreed Key Stage. • To keep up to date with national developments in the subject area and teaching practice and methodology. | |

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| <ul style="list-style-type: none"> To continue to pursue your own professional development as agreed |
| Monitoring |
| <ul style="list-style-type: none"> To assist with monitoring and evaluating the teaching and learning of the subject; to identify good practice and areas for improvement. To assist Director of Learning in monitoring marking, assessment and the quality of teaching and learning across the Department taking action where necessary to bring about improvement To assist the Director of Learning in ensuring that Department members are made fully aware of student prior attainment and other relevant data and that appropriately challenging targets are set by the staff for the students in their classes |
| Teaching and Learning |
| <ul style="list-style-type: none"> To ensure that colleagues plan their teaching to achieve progression in students' learning with reference to any special needs which individual students may have; recording this planning in staff planners. To assist the Director of Learning in establishing and maintaining a purposeful working atmosphere: <ul style="list-style-type: none"> - creating a stimulating, pleasant classroom environment; - implementing the school's reward systems - Regular setting of meaningful homework - maintaining good class discipline using sanctions where appropriate. Be familiar with, and implement, the Code of Practice in relation to students with special educational needs. |
| Deployment of Staff and Resources |
| <ul style="list-style-type: none"> To support the Director of Learning in creating a climate that motivates all. To support the Director of Learning in ensuring the implementation of the school and department reward policies. To support Department members in securing and maintaining the highest possible standards of behaviour within the whole Department area including the supervision of students into and out of the area To support the Director of Learning in ensuring that all Department members are fully aware of and working in support School of policy and expectations To support the Director of Learning in ensuring that the school Teaching and Learning, Marking and Assessment policies are implemented in full across the Department as well as other policies as appropriate |
| To perform the duties contained within the 'Teacher' Job Description |
| To undertake other reasonable additional duties that may be necessary from time to time at the request of the Headteacher |

WE ARE COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF OUR STUDENTS. THIS POST IS SUBJECT TO AN ENHANCED DISCLOSURE AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED AND WILL BE SUBJECT TO RECHECKING AS APPROPRIATE.