



ALTON SCHOOL JOB DESCRIPTION

Job Title:	Full-time Teacher of Science
Reporting to:	The Headmaster, Head of Science
Salary Scale:	Alton School Salary Scale
Job Summary:	<ul style="list-style-type: none">• To deliver the teaching of courses within the Department

Job Content Main Duties

- To prepare for and undertake the teaching of courses, Chemistry and Combined Science, across the ability range to include KS3, GCSE and A Level
- To contribute to departmental schemes of work, coursework moderation process
- To keep full records of attendance and achievement/progress of all pupils taught including formative and summative assessment
- To contribute towards the upkeep and updating of curriculum resources
- To ensure appropriate course materials are available for pupils
- To take responsibility for corridor and classroom displays as appropriate
- To ensure all risk assessments are completed
- To ensure all equipment is in a safe condition, complying with health and safety regulations and ready for use by the pupils
- To ensure individual needs are met through appropriate use of differentiation
- To support numeracy and literacy across the curriculum
- To promote the use of IT across the curriculum

Role of the Form Tutor

- Care and Support as given at all times
- Punctuality to Registration (for both Staff and Pupils)
- Reading of Memo's from Briefing
- Letters are handed out to the pupils to give to Parents/Pupils as required
- A daily Prayer is given
- Attendance Register
- Collect and chase up absence notes from home
- To inform Support Tutor of any unauthorised absence or continued absence
- Homework Diaries are seen and signed each week
- Credits/Warnings are entered onto iSAMS
- Correct uniform is worn with one small cross and one small stud earring – if applicable
- No make-up is worn (make-up remover to be stored in Middle and Top Floor Office plus P.E. Office)
- Tidy Hair
- PSHME as required
- Rolling programme of individual meetings with tutees
- Discussion about Session Marks with clear Targets set

Liaison (in and out of school)

- To work as part of a subject team
- To liaise with other members of the school teaching staff and keep informed of major changes in the national curriculum
- To attend staff, departmental and other meetings as required
- To attend/contribute to school working parties/reviews
- To attend INSET meetings and courses as required
- To support and liaise with specialist teachers as required

Pastoral

- To display commitment to the protection and safeguarding of children and young people
- To liaise with the Deputy Head and Headmaster as appropriate on pastoral matters

General Role

- To provide leadership and maintain firm discipline
- To undertake breaktime/lunchtime/bus/detention and other duties as required
- To contribute to extra-curricular activities

Other Responsibilities

- To review annual performance annually in discussion with the Senior Leadership Team
- To adhere to school procedures outlined in the Staff Handbook and Policy documentation
- Any other duties deemed appropriate by the Headmaster