**Chingford Academies Trust**

**Chingford Foundation School**

# JOB DESCRIPTION

**JOB TITLE:** Teacher of Science

**DEPARTMENT:** Science

**RESPONSIBLE TO:** Head of Science

**GRADE/PAY RANGE:** MPS/UPS

**RESPONSIBLE FOR:** -

**PURPOSE OF THE JOB**

To provide an effective and efficient teaching service within the Science Department.

**MAIN DUTIES / RESPONSIBILITIES**

1. To prepare, teach, mark and evaluate pupils' work according to the Science Department and school policies.
2. To teach Science subjects (at any, or all, of Key Stages 3, 4 and 5).
3. To keep detailed records and evidence of pupils' progress to inform target setting and the reporting cycle.
4. To attend Department meetings.
5. To play an active role in developing and implementing departmental policy.
6. To keep informed of curricular developments in Science.
7. To keep informed of whole school policies and to play an active role in implementing them.
8. To carry out the duties of Form Tutor (as directed) as outlined in the school's staff handbook.
9. To attend pastoral meetings and play an active role in developing and implementing year-team policy.
10. To attend parents' evenings.

11. To carry out a share of supervisory duties in accordance with published schedules.
12. To participate in appraisal and development procedures.

**General**

1. These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School.

2. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.

3. To be committed to, and comply with, all school policies.

4. To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work.

5. To participate in appraisals annually in line with school policy.

6. To participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfil role effectively.

7. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction.

8. To work effectively and successfully in your team within school.

**Other requirements**

To have an up-to date Enhanced DBS Disclosure.

**Safeguarding**

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LWBF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of post holder .....

Signature ..... Date .....

**CHINGFORD FOUNDATION SCHOOL**

**PERSON SPECIFICATION & ASSESSMENT**

**TEACHER OF SCIENCE**

| JOB REQUIREMENTS | Essential | Desirable | Method of Assessment (I/T/A/R)* |
|---|---|---|---|
| **Qualifications** | | | |
| Qualified teacher status (or current PGCE / GTP student) | ✓ | | A |
| Degree or equivalent (Science related) | ✓ | | A |
| **Experience** | | | |
| Experience of teaching Science at Key Stage 3 and 4 with excellent classroom management. | ✓ | | A/I/R |
| Capacity to teach at AS-Level and A-Level | | ✓ | A/I/R |
| | | | |
| **Skills, Knowledge and Understanding** | | | |
| Ability to communicate effectively at all levels. | ✓ | | I/L/R |
| Good interpersonal skills | ✓ | | I/L/R |
| Good presentation skills | ✓ | | L/R |
| Clear understanding of Health & Safety requirements, risk assessment and appropriateness / suitability of control measures | ✓ | | I/L |
| Ability to use initiative and prioritise work | ✓ | | A/R |
| Ability to work to deadlines | ✓ | | A/R |
| Confident user of ICT | ✓ | | AR |
| Understanding of the implications of Equal Opportunities in Science education | ✓ | | I/R |
| | | | |

| **Other Requirements** | | | |
|---|---|---|---|
| Flexible approach to work | ✓ | | I/R |
| Ability to work well as part of a team | ✓ | | A/I/R |
| Ability to quickly gain the respect of all students and staff and foster appropriate relationships | ✓ | | L/R |
| Committed to school ethos and direction | ✓ | | I |
| Understanding of Safeguarding Procedures | ✓ | | I/R |
| High standard of punctuality | ✓ | | I/R |
| Commitment to raising standards of behaviour through improved teaching and learning skills. | ✓ | | L |
| A commitment to on-going personal development and willingness to undertake appropriate training | ✓ | | I |
| Appointment to the post is subject to a satisfactory enhanced DBS check | ✓ | | |

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

'The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.'

***"The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf".*** *(Ref: Safeguarding Children and Safer Recruitment in Education 2007).*

*I – Interview/Lesson Observation R – Reference