Job Description for Teacher of Science & Form tutor

A. Name

B. Job Title - Teacher of Science

C. Job Purpose - To ensure high standards of teaching and learning in the appropriate subject(s), in line with the schemes of work, objectives and policies of the relevant department(s) and pastoral team so that assigned students make the greatest possible progress and to support students in their personal development.

D. Accountable - To the appropriate line manager(s) and, through, her/him, the governors and senior leadership of the school, for the effective discharge of all duties.

E. Responsibilities

1. School improvement and school self-evaluation

Participate as appropriate and as required by the line manager in school improvement and school self-evaluation activities, including Department Line Management Proformas.
Participate in departmental and whole school preparation for inspections by OFSTED and other accredited bodies.

2. Teaching and learning and student development

Have a secure knowledge and understanding of the subject(s) taught.
Plan, prepare, deliver and review lessons and other activities with the aim of ensuring the effective learning of assigned students in the agreed syllabus (es).
Ensure that planning stays abreast of policy changes within the school.
Participate with other members of the department in interpreting syllabuses and developing materials and schemes of work, which include clearly identified aims and objectives which are shared with students.
Employ varied methods of teaching and learning, appropriate to the abilities and aspirations of the students and which enable them to take maximum responsibility for their own learning.
Ensure that citizenship, cross-curriculum themes and spiritual, moral, social and cultural dimensions are delivered appropriately according to the departmental schemes of work.
Ensure that lessons provide opportunities for Assessment for Learning (AFL) and reflect principles as outlined in the Learning and Teaching Policy recommended practice.
Use prior attainment data to plan appropriately differentiated work, ensuring sufficient challenge for all assigned students.
Be a Form Tutor to an assigned vertical group of students, with responsibility for promoting the well-being of individual students as well as the whole group, and for daily organisation communications with the group.
Register the assigned students in the relevant tutor group and accompany them to assembly according to the school's policy and practice.
Implement, as appropriate, the school's policy and practice on daily collective worship in registration time.
Implement the student diary system for the assigned students in the relevant tutor group according to school policy and practice. Ensure that this acts as an effective vehicle to support students' learning.

3. Student assessment, reporting and support

Maintain effective records of the attendance and progress of assigned classes and individual students in accordance with school and departmental policies.
Consult with and inform relevant school staff regarding the progress, attainment and attitude of assigned students, especially where barriers to learning have been identified.

Complete annual & interim reports for all assigned students, according to published deadlines, in line with school policy.
Guide assigned students with self-assessment and appropriate target-setting in the relevant subject(s).
Monitor the progress of the assigned students in the relevant tutor group with regard to achievements & difficulties, both academic and pastoral, including attendance, punctuality and uniform/dress.
Keep appropriate records and intervene as appropriate to address problems.
Guide the students with personal target-setting and review both on and between Academic Review Days.
Oversee the completion of all interim, progress and annual records, including work and conduct reports and other references, for the assigned students in the relevant tutor group.
Implement the Academic Review Day process for the assigned students in the relevant tutor group and monitor their targets.
Monitor through a range of data the progress of the assigned students in the relevant tutor group.
Monitor through a range of data the progress of the assigned students in the relevant tutor group and implement and co-ordinate extra support for those students identified by Heads of House.
Provide information to the relevant member of staff for the awarding of relevant Celebrations Assembly Certificates

4. Finance and resource management

Ensure that the accommodation, equipment and resources provided are maintained in safe working order and contribute to an educationally stimulating environment.
Immediately report any damage to equipment that could pose a health and safety risk to **Mrs Evans**, the health and safety officer, and the head of department.

5. Personnel

Participate as appropriate in induction programmes for new staff and staff undertaking new responsibilities.
Participate in the school's agreed staff appraisal or performance management system(s) as appropriate.
Comply with the school's health and safety policy whilst in school and on all school connected activities.
Participate in the school's continuing professional development programmes as required.

6. Liaison within and outside school

Alert appropriate staff to difficulties experienced by assigned students in the relevant tutor group.
Keep the relevant Head of House informed about the progress and development of the assigned students in the relevant tutor group, seeking guidance from him/her as appropriate.
Contact parents of the assigned students in the relevant tutor group and other recognised persons or bodies concerned with student welfare, as directed by the HOH or SLT when necessary, to address academic or pastoral matters.
Complete **Parental Contact forms** of these contacts on SIMS.
Participate in school publicity and recruitment events as appropriate.
Positively represent the school in the community at large.

7. General duties

Participate in appropriate meetings with colleagues, students, parents and governors relative to the role of Teacher and Form Tutor.
Carry out a share of supervisory duties in accordance with published rosters.
Comply with and promote school policies and procedures.
To abide by and promote the school's Child Protection Policy and Procedures and Safe Working Practice for the Protection of Children and Staff in Education Settings.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of School Teachers' Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post hold must use Directed Time and have regard to clause 4(1)(f) of the School Teachers' Conditions of Employment.

The school operates under a "local agreement" for Remodelling of the Workforce. The School Change Team reviews this regularly. Teachers in this school work to the "local agreement" and may make their views known to the School Change Team for its consideration.