



Hautlieu School

Teacher in Charge of Physics: MPS + SA2

September 2020 onwards

Job Purpose

The primary responsibility for the post of Teacher in Charge of Physics is to lead and co-ordinate high quality teaching and learning to ensure every student's potential is maximised. The Physics Department sits within the Science Faculty and therefore the line manager for this post is the Head of the Science Faculty. The Physics Department currently offers GCSE Physics, A Level Physics and International Baccalaureate Diploma Physics. Candidates must be able to offer GCSE and A Level Physics as a minimum, plus either GCSE Biology or Chemistry. Ability to offer all three GCSE Sciences would be preferable.

Principal Accountabilities

- Lead, manage and administer the teaching and learning of GCSE, A Level and International Baccalaureate Physics.
- Manage and administer the examination entries and any specification developments for all physics courses.
- Lead the development and implementation of learning resources within Physics.
- Track and monitor student progress and organise learning interventions.
- Cross Faculty Responsibility - Work closely with the Head of Science to ensure the quality of teaching and learning is consistently high across the Science Faculty.

The line manager for this post is the Head of the Science Faculty.

In addition to the work defined in "The Teachers Task" the post-holder will:

1. Plan and teach GCSE Physics, A Level Physics plus IB Physics and other relevant Physics courses. Contribute to the planning and teaching of GCSE Science.
2. Lead and monitor learning within Physics to ensure a personalised and differentiated approach to enhance the progress of each student.
3. In line with Faculty and School policy, ensure student attainment, progress and pace of learning are tracked. Ensure systems are in place for regularly reviewing tracking data. Use tracking data to enhance the learning and teaching students receive. Use tracking data to set individual student targets and class targets and provide regular acknowledgement of students' success (e.g. displays, individual praise, school announcements).
4. Manage and develop all learning resources within Physics to ensure high level student engagement and achievement.
5. Assist in planning the curriculum within Science and contribute to Faculty policies, schemes of work and handbooks.

6. Assist in the organisation of internal and external examinations, Internal Assessments and Practical Endorsements (PAGs).
7. Ensure examination preparation and entries for students are accurate and within the school's deadlines.
8. Be willing to undertake appropriate professional development and training as needed to keep at the leading edge of learning and teaching. E.g. Subject developments and new qualifications (International Baccalaureate, for example) or specifications.
9. Assist in organising visits to both local and UK events (e.g. lectures/industrial visits) and provide opportunities for students to enrich their knowledge and demonstrate their skills through extra-curricular activities.
10. Ensure the profile of Physics is raised both within the school and the wider community through networking, frequent media releases and internal announcements as directed by the Head of Faculty.
11. Organise and run Physics team meetings, attend and contribute to Faculty meetings and take an appropriate share of the administrative duties of the Faculty.
12. Undertake regular self-reviews of teaching practice and accompanying documentation as determined by the evaluation process of the school and the Faculty.
13. Convert school strategy through the production and monitoring of an annual Physics Development plan and contribute to the Faculty Development plan.
14. Assist in advising new students on the suitability of courses and assist in co-ordinating the transition between GCSE, A Level, IB and beyond, including liaison with partner schools.
15. Ensure all health and safety regulations are adhered to both on and off site and that a regular programme for the inspection and maintenance of equipment is provided.
16. Assist in the coordination of the Lab Assistants to ensure learning across the Faculty is well supported.
17. Assist in developing curriculum links with universities and other organisations to promote Physics in the school.
18. Participate fully in the academic guidance programme by acting as an Academic Mentor to a group of students.
19. Contribute to written reviews, reports and references for students as appropriate and have due regard for School policies on reference writing and data protection.
20. Maintain a safe and healthy teaching environment.
21. Be the Hautlieu School radiation protection supervisor ensuring safe and secure storage of radioactive materials, and that radioactive materials are disposed of in line with Government of Jersey Policy and CLEAPSS guidance.
22. Ensure that the latest developments in ICT and other initiatives are an integral part of teaching in Physics and Science.
23. Carry out other tasks as may reasonably be required by the Headteacher.

TEACHER IN CHARGE OF PHYSICS

PERSON SPECIFICATION

Qualification / Experience Required

- A good Honours Degree or higher in a Physics related subject
- PGCE or B Ed in Secondary Education with QTS
- Proven examination success at GCSE and Advanced Level
- Experience of using ICT within teaching & learning programmes
- Knowledge and understanding of the latest developments in Science teaching
- This post is open to those with recent successful teaching experience

Specific Skills

- Energy, vision and enthusiasm to lead the school in this area
- Self-starter with a significant personal drive
- High level presentational skills, in addressing students and parents.
- Excellent teaching skills.
- Proven organisational and communication skills.
- The ability to work hard under pressure, prioritise and meet deadlines

Personal Attributes

- Commitment to provide students with an education of the highest standard.
- Willingness to be involved in staff teams across the school.
- Awareness and understanding of the nature and needs of a selective school.
- Commitment to contribute to extra-curricular activities and educational visits.
- Energy, vision and enthusiasm to develop Physics in the school.



The Teacher's Task

The DfESC and the representatives of the Teacher's Unions have agreed the following statement of the Teacher's Task in order to define more clearly the nature of teachers' employment. It is their view that in this important work of educating Jersey's children it is imperative that both teachers and Headteachers recognise the duty they owe to those children and the community. To this end the teacher is expected to maintain a professional commitment to their task and the Headteacher is pledged to a responsible and humane interpretation of this agreement.

The following provides a definition of the Teachers' Task:

1. Teach effectively to meet the needs of all pupils and to ensure discipline and safety within the school community.
2. The Department for Education, Sport and Culture is committed to safeguarding and promoting the welfare of children and young people and requires all Teachers to share this commitment
3. Plan, prepare, evaluate and modify as necessary personal teaching methods, work programmes and teaching materials in accordance with the DfESC curricular policies and school schemes and standards.
4. Mark and maintain records of pupils' work in accordance with DfESC and school policies.
5. Promote the general progress and welfare of pupils in classes or groups or individually as part of the school's pastoral and counselling arrangements.
6. Assess and record pupils' personal and social needs, development, progress and attainment.
7. Provide or contribute to oral or written assessments and report on individual pupils and groups; consult and inform parents, co-operate with appropriate outside agencies in accordance with DfESC and school policies.
8. Contribute to and participate in corporate planning, self evaluation, in-service training and professional development in assigned areas of the curriculum and pastoral arrangements; participate in related staff meetings and school events.
9. Advise colleagues, co-operate with them on teaching programmes, methods, equipment and materials within assigned areas of the curriculum ensuring that appropriate administrative tasks are undertaken.
10. Contribute and participate in the school's pastoral, tutorial and guidance arrangements and undertake an appropriate share of the organisation and conduct of parental consultation and staff meetings.
11. Contribute as required to the appointment, induction, professional development and assessment of junior colleagues, including new entrants to teaching.
12. Accept an appropriate share of the administrative and organisational tasks within the school, including providing support for teachers, undertaking additional curriculum or pastoral responsibilities or holding senior posts.

13. Ensure the safety and good order of pupils by carrying out an appropriate share of supervisions whenever pupils are authorised to be on school premises or elsewhere when the school is in session.
14. Undertaking an appropriate share of all collective responsibilities including substitution for an absent colleague subject to guaranteed non-teaching time.
15. Supervise support staff as required.
16. Order and allocate appropriate equipment and materials in accordance with DfESC and school policies and schemes.
17. Co-operate as required with teachers in other schools and colleges on curricular, pastoral and administrative matters.