JOB DESCRIPTION

Post title:	**Teacher of Science**
Academy:	**Excelsior Academy**
Reporting to:	**School Principal**
Salary/Pay range:	**Main scale – Salary negotiable depending upon experience**
Hours of work:	**Full time**

Purpose of Job

To positively contribute to raising standards of attainment and achievement for all pupils at Excelsior Academy in all aspects of Academy life through providing high quality teaching and high quality support and guidance to all pupils in their care, through fully utilising their skills, talents, knowledge and expertise and through setting a positive example in their own professional behaviour

Main Duties and Responsibilities

- To raise standards of attainment and achievement for all pupils allocated to them, in all aspects of Academy life, through providing high quality teaching and high quality support
- To prepare pupils for external examinations
- To support the ethos, values and aims of the community of Excelsior Academy and to positively promote the work of the Academy within the Academy and throughout the wider community it serves
- To positively contribute to and follow all policies of the Academy
- To comply with the Academy's Health and Safety policy and undertake appropriate risk assessments
- To contribute to ensuring the health and safety of all pupils through managing and supervising their safety at all times
- To have high expectations of yourself and of all pupils and to act as a positive example to pupils within the Academy environment
- To contribute to the evaluation and monitoring of the Academy curriculum
- To work as a team member and to contribute positively to effective working relationships within the Academy
- To engage actively in Performance Management and Professional Development and to take responsibility for your on-going development in your role as a teacher at Excelsior Academy

Job Role:

Teaching and Learning

- To raise standards of attainment and achievement through working to the direction of the School Principal, of the school (s) where allocated, having regard for the curriculum, assessment, recording and reporting systems of the academy

- To plan, prepare and deliver courses and lessons appropriate to the individual needs and abilities of all pupils
- To teach according to the educational needs of all assigned pupils including the setting and marking of work to be carried out by pupils within The Academy and elsewhere
- To demonstrate that on-going planning reflects effective monitoring of the progress of each individual child
- To assess, record and report on the development, progress and attainment of pupils in accordance with Academy policy and the practice of the school(s) within The Academy where you are allocated
- To keep appropriate records in accordance with Academy policy and practice with the school(s) where you are allocated
- To provide accurate data and information regarding all aspects of the progress and development of all pupils you are assigned to teach
- To provide guidance and advice to pupils on educational and social matters and on their further education and future careers and make relevant records and reports
- To contribute to school and whole Academy planning activities
- To assist with the monitoring and evaluation of teaching and learning including subject delivery, including for example work scrutiny, resource audits and data analysis
- To encourage and maintain high standards of behaviour and discipline in order that effective learning can take place, and good relationships can be formed within the Academy community and to follow the Academy's procedures where pupils fail to co-operate with our expectations
- To work effectively and productively with support staff
- To develop your own subject knowledge and expertise, keeping up to date with national developments, teaching practice and methodology to support pupils in achieving high standards
- To manage classroom resources prudently and effectively
- To take part with colleagues in developing the quality of learning areas of The Academy and Laidlaw Schools Trust
- To participate in meetings organised through The Academy for the purpose of raising standards of attainment and achievement including meetings with parents/carers or appropriate bodies

Pupil Welfare and Development

- To provide high quality support, guidance and advice to pupils on educational and social matters and make records and reports in accordance with Academy Policy and the practice of the school where you are allocated
- To provide high quality support, guidance and advice to students on their further education and future careers and make records and reports in accordance with Academy Policy and the practice of the school where you are allocated
- To make records and reports on the personal and social needs of pupils in accordance with academy policy and the practice of the school where you are allocated
- To communicate and consult with parents in accordance with Academy policy and the practice of the school where you are allocated
- To provide coach/ mentor support to pupils allocated to you in accordance with Academy policy and the practice of the school where you are allocated
- To encourage students to develop high quality learning behaviour in order that effective learning can take place and good relationships can be formed within the Academy community
- To follow the Academy's procedures and the practice within the school where you are allocated, when pupils fail to co-operate with the expectations of the Academy.

- To contribute to ensuring the health and safety of all pupils through managing and supervising their safety at all times including coming in to The Academy and leaving The Academy, moving between lessons and break times
- To participate in meeting organised through The Academy for the purpose of pupil welfare and development
- To participate in meetings with parents/carers or appropriate bodies for the purpose of enhancing pupil support

Resources

- To prepare high quality resources appropriate to raising standards
- To maintain resources in good quality condition
- To identify resources appropriate to the various learning needs of pupils and advise colleagues

Professional Development

- To participate in the Academy's Performance Management process
- To take responsibility for your on-going development in your role as a teacher at Excelsior Academy

Other Duties

- To carry out any other duties in accordance with the expectations of a first level teacher at the reasonable request of the Executive Principal of Excelsior Academy
- Any other duties as may reasonably be requested by the School Principal. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2016 where required