



An All-through Co-operative School

*“Making School Memorable by Striving for Excellence”*

## **JOB DESCRIPTION**

<b>JOB TITLE</b>	Permanent Teacher of Science plus one year fixed term TLR for Science Extra-Curricular and Enrichment Co-ordinator
<b>GRADE</b>	MPS/UPS plus one year fixed term TLR 2a
<b>RESPONSIBLE TO</b>	Head of Department

The main role of every teacher is to promote the highest possible achievement of students through consistently high quality teaching

### **Main duties and Responsibilities:**

- To promote and safeguard the welfare of students according to school policies and procedures.
- To set high expectations which inspire, motivate and challenge students.
- Teach across the age and ability range demonstrating good subject and curriculum knowledge. Adapt teaching so that it responds to the strengths and learning need of all students.
- Plan and teach well-structured lessons within a coherent curriculum that meets statutory and other relevant requirements.
- Assess, record and report on the development, progress and attainment of students in line with school policy.
- Complete school reports for parents/carers on students' attainment and progress in line with school procedures.
- Provide students with regular supportive feedback to raise progress and attainment by setting and marking work carried out by the student both in school and elsewhere.
- Manage students' behaviour to ensure a good and safe learning environment in line with the school's policies on behaviour.
- Develop and maintain professional relationships with colleagues.
- Manage and deploy support staff in classrooms as and when required.
- Take responsibility for personal development and improving own teaching practice through appropriate professional development

- Attend staff and departmental meetings, training days and parent's evenings.
- Carry out pastoral duties including the role of a Form Tutor as required
- Produce and maintain attractive classroom displays
- Promote equal opportunities for all within the school community.
- As an all-through school all staff are expected to make the most of this provision and to liaise with relevant colleagues in all parts of the school. The school is based on two sites and there may be times when colleagues are expected to work across both sites with students.
- To carry out the professional duties of a school teacher, under the direction of the Head teacher, as set out in the current School Teachers' Pay and Conditions Document (STPCD).

**The responsibilities of the Science Extra-Curricular and Enrichment Co-ordinator, in addition to the generic classroom teacher's responsibilities:**

- Develop and enhance the enrichment programme within the science department
- Lead on and co-ordinate staff in the delivery of the science department enrichment programme.
- Take opportunities to work with the Head of Science in co-ordinating staff in the delivery of the Science department enrichment programme (e.g. organising external speakers and/or special events to raise the profile of Science as exciting and relevant to students' lives.)
- Work with the Science post holders and teachers in the identification of students who would benefit from enrichment activities.
- Organising and running of the Science Club and STEM events.
- Establishing a bank of resources and provide training in how to use these resources effectively.

The above responsibilities are subject to review and may be modified in the light of personal or professional development and changing school needs.

The post holder is required to support and contribute to the school's ethos; its objectives, policies and procedures as agreed by the governing body. The post holder shall be subject to all relevant statutory and institutional requirements and must comply with all General Data Protection Regulations (GDPR).

**Job descriptions are reviewed regularly and may be amended following discussion with the post holder.**