Ormskirk School
& Sixth Form College

JOB DESCRIPTION

POST TITLE:	**Part time Teacher of Science**
SCALE:	**Main Pay Scale**
DATE:	**1 September 2019**
RESPONSIBLE TO:	**Joint Heads of Science**

Terms and Conditions:
All the post holder's responsibilities are subject to the general duties and responsibilities contained in the current Teachers' Pay and Conditions document and its successors.

Purpose of the Post:

At Ormskirk School we believe that every child has the right to experience the highest possible quality of educational experience and the highest possible levels of academic and personal success.

The school believes that in order to provide the very best education for young people, their learning has to be facilitated by highly professional teachers who are committed to continuing improvement in their pedagogy and all aspects of their professional development. Further to this, we believe in the professional obligation of all teachers to support the development of others and the improvement of the whole organisation.

All teachers will:

- Meet or surpass The National Teacher Standards (or Post Threshold Standards if applicable).
- Inspire pupils to achieve their very best.
- Ensure all teaching is rated 'good' or better.
- Ensure all pupils make outstanding progress and achieve challenging targets.
- Fully implement all school policies and procedures.

ROLES AND RESPONSIBILITIES

1. Ethos

- To create an exciting learning environment
- To be inclusive to all pupils
- To create relationships based on mutual respect
- To be an effective part of the team
- To manage own professional development.

2. Curriculum and Planning

- To take account of and act on further curriculum guidance in changes and development.
- To derive your planning from the department's agreed schemes of work and the National Curriculum.
- To demonstrate progression in students' acquisition of knowledge, skills and understanding in your planning of sequence of lessons.
- To identify, record and communicate learning objectives for lessons and sequences of lessons.
- To amend your planning to take account of the effectiveness of your teaching strategies.
- To take account of the needs of individual students, groups or classes in your planning.
- To apply effective teaching strategies and methods appropriate to motivate different students and groups of students.
- To provide positive and targeted support for any students with particular learning needs.
- To use a range of strategies to ensure that there is appropriate pace and challenge in lessons for all students.
- To manage effectively and creatively the full range of resources available, including other professionals in the workplace.
- To use homework and other opportunities for pupils to learn outside of the classroom.
- To understand the contribution that ICT can make to teaching and have the appropriate knowledge and skills to use ICT effectively in your teaching.
- To evaluate regularly the progress of students in relation to their prior attainment.
- To use analysis of data from internal school assessments and National Curriculum assessments to plan lessons and sequences of lessons.
- To report to colleagues on the progress of an individual, group or class, e.g. when sharing classes/passing on groups.
- To set clear expectations for maintaining appropriate learning.
- To work with others to plan highly effective lessons, schemes of work and curriculum maps.
- To review their own lessons and effectiveness of own planning
- To contribute to development of curriculum and home learning (including Microsoft Office 365)
- To plan with Teaching Assistants to meet individual pupils on Additional Needs Register.

3. Teaching and Learning

- To fully implement all school policies and procedures .
- To make effective use of resources, including ICT.
- To take part in buddying with skill exchanges, observations, coaching and mentoring.
- Act as Progress Tutor to an assigned group of students.
- To liaise with the relevant staff to ensure the implementation of the school's Guidance Policy.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To ensure all pupils can engage and achieve in lessons.
- Use teaching methods with whole classes, groups and individuals that ensure that pupils are engaged and stimulated; that teaching objectives are met; that momentum and challenge are maintained and best use made of teaching time
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.

4. Standards and Achievement

- To evaluate and monitor the progress of students and keep up to date student records as may be required for the effective implementation of teaching and learning.
- To contribute to target setting, Progress Files and other reports.
- To ensure pupils make good or better progress.
- To implement all actions following reviews of pupil progress.

5. Assessment

- To fully implement the school policy and procedures to a high standard.
- To demonstrate that all students have been supported in making appropriate and consistent progress against their prior attainment.
- To plan for assessment for learning in every lesson.
- To encourage students to meet or exceed their own challenging individual targets and to aspire to their rate of progress becoming generally better than that achieved by students in similar settings both locally and nationally.
- To monitor the progress of students in the spirit of Assessment for Learning.
- To provide constructive, formative and summative feedback to students.
- To ensure assessment is accurate.
- To report to parents on the progress achieved by their child and the action required for further improvement, through report writing, data collection and Parents' consultations.

6. Liaison

- To work closely with all support colleagues
- To work collaboratively with staff in sharing ideas and best practice.
- To communicate as appropriate, with the parents of students, Pastoral Managers, Progress and Learning Leaders and with persons or bodies outside the school concerned with the welfare of individual students.

- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To form effective relationships with parents and other parties.
- To support the work of Initial Teacher Trainees and Newly Qualified Teachers in order to facilitate their development.

7. Self-Evaluation

- To contribute to the department and school's self-evaluation systems.
- To identify where your work contributes to the progress made by the school in achieving its priorities for development.
- To help to implement school quality procedures and to adhere to those (such as checking students reports).
- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria.
- To take account of and participate in school self-evaluation activities.
- To review at appropriate times methods of teaching and programmes of work.
- To maintain appropriate records and complete the relevant documentation to provide accurate and up to date information for SIMS, pupil tracking, registers etc. and to use that information to inform teaching and learning.
- To take a professional overview of how such information affects teaching, learning and pupil progress.

8. Community

- To contribute to the school's community ethos.
- To promote school values through professional behaviour and commitment.

RESPONSIBILITIES SPECIFIC FOR THIS POST:

- Teach Science to all ages and abilities throughout the school, including GCSE level.
- To develop the scientific method in pupils through the use of practical work
- To ensure the safety of pupils during practical activities through careful planning and risk assessments
- To maintain an up-to-date knowledge of the national curriculum programme of study for science
- Assist in the development of courses in the subject area.
- Take responsibility within the department for coordinating the work on a particular area, e.g. Information Technology, teaching and learning styles, special educational needs.
- Be subject to the school appraisal procedures linked to salary progression.
- Attend meetings relating to subject or whole school matters.
- Discuss with the subject leaders your individual CPD needs.
- Attend all Inset meetings, and whole school CPD as required.
- To play a significant part in organising and running extra-curricular activities.
- Undertake any other reasonable duties as may be required by the Headteacher in the light of developing circumstances.

The appointment requires you to carry out the duties of a school teacher:-

(a) in accordance with the school's stated policies and practices;

(b) under the current Conditions of Employment contained in the School Teachers' Pay and Conditions document and the range of duties set out in that document.

This job description will form part of the basis for teacher appraisal.

Equal Opportunities

Ormskirk School is committed to achieving equal opportunities in the way it delivers services to the community and in its employment arrangements. It expects all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

Ormskirk School is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to a satisfactory Disclosure and Barring Service (DBS) enhanced disclosure certificate. This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.