

## **Meadow High School Job Description**

<b>Job Title:</b>	Class Teacher/Tutor and Science Lead
<b>Salary:</b>	MPS/UPS + SEN1 + TLR2a
<b>Supervisors:</b>	Science and Technology Faculty Leader or relevant AHT for tutor group

### **Outline**

This is a second tier middle leadership post, responsible for leading teachers within the Science and Technology subjects. The post holder will be expected to make a contribution to whole school policy and practice as part of the middle management of the school.

### **Main Purpose of Post:**

In addition to the professional responsibilities of all teachers at Meadow High School, the post holder will be expected to embed the school's vision, values and ethos across the department.

- To ensure provision of an appropriately broad, balanced, relevant and differentiated Science and Technology curriculum, in accordance with the aims of the school and the curricular policies.
- To contribute to the leadership and the management of the school.
- To deliver exciting and motivating lessons.
- To develop and enhance the teaching practice of others in the department.
- To have experience in leadership or proven readiness to take on a leadership role.
- To be an experienced teacher with SEN knowledge and background.
- To monitor and support the overall progress and development of students as a manager within the curriculum area and as a Form Tutor, including teaching other subjects.

### **Professional Responsibilities**

To be responsible for coordinating and developing the Science and Technology Curriculum, liaison with the Faculty Leader.

- In liaison with the faculty leader, develop a new curriculum direction embedding the skills and knowledge needed for our pupils to support them into their transition into adult life.
- To work collaboratively with the Faculty Leader to design a curriculum which embraces the school's core vision, values and aspirations for all our pupils.
- To promote a clear vision for Science and Technology which embodies the highest expectations of staff and pupils;
- To lead and manage the development of appropriate courses, resources, schemes of work, marking policies, assessment and teaching strategies in the department.
- To assist in monitoring and following up pupil progress.
- To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the welfare and the needs of students, and to the aims and objectives of the school.
- To liaise with the Faculty Leader to maintain accreditation with the relevant examination and validating bodies.

- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To identify and offer appropriate CPD to team members.
- To ensure the Science and Technology facilities (i.e. the laboratories, workshop and Food Technology areas) are fully functional and SCERTS compliant.
- To bring to the attention of the Headteacher and the Designated Safeguarding Leads any concerns over students' safeguarding
- To ensure that SMART targets for pupil achievement are set and shared.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To ensure the effective and efficient deployment of classroom support.
- To participate in the school's ITT programme
- To set cover, including lesson resources, in case of absence
- To utilise a variety of teaching methods and resources appropriate to the needs of the students learning, language and sensory needs.
- To manage the classroom so that the students can have individual, small group and whole group experiences.
- To support the development of the SCERTS framework across the school, including in relation to, displays.
- To promote the school's reward system and coordinate with colleagues to ensure their consistent and appropriate use.

**To make an impact on the educational progress of pupils across the curriculum by:**

- ensuring that pupils receive their entitlement to a broad and balanced curriculum
- ensuring that pupil progress is monitored and reported though EHCPs, Annual Reviews and PLIMS (Personal Learning Intentions Map).
- engaging with CPD opportunities including the development of yourself and others.
- organising special events to promote teaching and learning across the school
- liaising with form tutors to ensure that the emotional and social welfare of the pupils are closely monitored
- to play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.

**Leading, developing and enhancing the teaching practice of others by:**

- undertaking quality assurance and self-evaluation activities; including lesson observations, learning walks, marking audits and monitoring pupil targets and progress.
- developing collaborative approaches to long, medium and short term planning and curriculum delivery across the faculty
- modelling excellent practice in teaching and learning
- supporting colleagues in promoting a positive ethos
- identifying key professional development needs for those line managed and ensuring that these are addressed
- being responsible for the induction of new staff to the team and ensuring ongoing training as necessary.
- To meet with colleagues in directed time to discuss faculty plans for curriculum and resources

- To work collaboratively with teaching assistants to help support and develop their skills in line with the school's Personal Development for Teaching Assistants Programme (PDTA)

### **Administrative Duties**

- To participate in shared duty rotas at break times
- To keep accurate attendance registers
- To collect absence notes and other communications from parents

### **Support for the School**

The post holder will need to be aware of and comply with the policies and procedures relating to Safeguarding, Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;

- be aware of and support diversity and ensure equal opportunities for all
- contribute to the overall ethos and aims of the school
- contribute to Governing Body reports and other meetings as required
- appreciate and support the role of other professionals

### **General Responsibilities**

To carry out the professional duties of a school teacher identified in the School Teachers' Pay and Conditions. In addition to those professional responsibilities that are common to all teachers in the school, where the post holder is on the upper pay spine, the threshold standards also apply.

The post holder may be also be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

### **Annual Review**

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Signed & Agreed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

SMT Counter Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**MEADOW HIGH SCHOOL**  
**Person Specification**  
**Main Scale Teacher (Science) + allowances depending on experience**

<b>Person Specification</b>					
<b>Training and Qualifications</b>					
	<b>Essential or Desirable</b>	<b>E - Essential D- Desirable</b>	<b>Application</b>	<b>Interview</b>	<b>Observation/ Task</b>
	Have QTS	E	/	/	
	Degree or equivalent qualification	E	/	/	
	Evidence of continual professional development, both in subject and leadership	E	/	/	
	Experience of leading staff training and development within the subject areas	D	/		
<b>Experience, Skills and Attributes</b>					
	<b>Essential or Desirable</b>	<b>E - Essential D- Desirable</b>	<b>Application</b>	<b>Interview</b>	<b>Observation/ Task</b>
	At least 3 years of experience of teaching Science at primary or secondary level	E	/		
	Ability to demonstrate empathy and understanding of pupils with EHCPs	E	/	/	/
	Able to demonstrate knowledge of inclusive education for pupils with SEN	E	/	/	/
	Ability to plan, teach and assess effectively to a high standard, which maximises the achievements of all pupils	E	/	/	/
	Able to work effectively as a member of a team, and communicate in a way that is appropriate to the audience (eg pupils/ governors/ colleagues etc)	E	/	/	
	Able to show a commitment to safeguarding pupils and a pupil	E	/	/	/

	centred approach in all key decision processes				
	Able to show competency in the use of SIMS and EFL for tracking pupil progress	D	/	/	
	Experience of writing professional reports including EHCP Annual Reviews/ reports for Social Services and other formal reports for agencies.	D	/		
	Able to demonstrate a range of approaches and strategies to ensure effective learning for both pupils and colleagues	E	/	/	/
	Able to show a proven track record in improving results and ensuring students make ambitious levels of progress.	E	/	/	
	Able to demonstrate the skills required to lead and inspire a team	E	/	/	
<b>Knowledge and Understanding</b>					
	<b>Essential or Desirable</b>	<b>E - Essential D- Desirable</b>	<b>Application</b>	<b>Interview</b>	<b>Observation/ Task</b>
	Able to demonstrate relevant and current knowledge of the characteristics of effective teaching, learning and assessment in Science	E	/	/	/
	Able to demonstrate an excellent understanding of pupil assessment and target setting for individual pupil improvement	E	/	/	/
	Able to show a clear understanding of how to analyse pupil progress in order to drive pupil development	E	/	/	
	Able to demonstrate a thorough understanding of equality of opportunity as it relates to the pupils in Meadow High School	E	/	/	

Personal Qualities					
	Essential or Desirable	E - Essential D- Desirable	Application	Interview	Observation/ Task
	Ability to plan and organise time effectively, work under pressure, and meet deadlines whilst keeping equilibrium	E	/	/	
	Ability to work using own initiative and make key decisions when necessary	E	/	/	
	Able to demonstrate energy, drive and enthusiasm	D	/	/	
	Able to communicate effectively at all levels with a wide range of audiences - both verbally and in writing	E	/	/	/
	Able to demonstrate strategies in managing personal resilience	D	/	/	