Saint John Houghton Catholic Voluntary Academy

Job Description and Person Specification

Job Title: Teacher of Science

Reporting to: Head of Science

Working with: Departmental Colleagues, teaching and support staff, parents, link governors, partner schools

Purpose of job: To teach Science, to actively promote the Catholic ethos of the academy and to secure high quality student outcomes.

MAIN DUTIES	
Operational/ Strategic Planning	• To assist with the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the Science Department. The day-to-day management, control and operation of areas of the Science curriculum to be determined by the Head of Department. • To assist in monitoring and following up student progress. • To assist in the implementation of school Policies and Procedures. • To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the school. • To assist in the management of the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of the students and the aims and objectives of the school. • To support the application of ICT in the Curriculum area.
Curriculum Provision:	▪ Under the direction of the Head of Department, deliver an appropriate, comprehensive, high quality, cost-effective and enriching curriculum programme which complements the school's strategic objectives.
Curriculum Development: Staffing Staff Development: Deployment of Staff	• To support curriculum development within the whole Department. • To keep up to date with national developments in the subject area and teaching practice and methodology. • To liaise with the Head of Department to maintain accreditation with the relevant examination and validating bodies. • To take responsibility for own CPD and attend CPD sessions during directed time. • Play a full part in the academy's Teacher Appraisal procedure • To promote teamwork and to motivate staff to ensure effective working relations. • To ensure the effective efficient deployment of classroom support. • To participate in the school's ITT programme as appropriate.

Quality Assurance:	• To ensure the effective operation of quality control systems. • To assist in the process of the setting of targets and to work towards their achievement. • To help to establish common standards of practice and develop the effectiveness of teaching and learning styles in all relevant curriculum area within the department. • To contribute to procedures for lesson observation. • To implement quality procedures and to ensure adherence to those. • To participate in the monitoring and evaluation of the curriculum in line with agreed procedures including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required.
Management Information:	• To ensure the maintenance of accurate and up-to-date data using GO4Schools for student tracking. • To assist in the use of analysis and evaluation of performance data. • To help to produce reports within the quality assurance cycle. • To assist in the production of reports on examination performance, including the use of value-added data. • To assist in the identification of exam entries.
Communications:	• To help ensure that all members of the department are familiar with its aims and objectives. • To ensure effective communication as appropriate with the parents of students through regular newsletters. • To liaise with partner schools, higher education, Examination Boards, Awarding Bodies and other relevant external bodies as necessary.
Marketing and Liaison:	• To contribute to the school liaison and marketing activities, eg, the collection of material for press releases. • To contribute to the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days and other events in partner schools and the wider community. • To actively promote the development of effective subject links with external agencies.
Pastoral System:	• To monitor and support the overall progress and development of students. • To help to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. • To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description. • To assist in the implementation of the Behaviour Management system so that effective learning can take place.
Teaching:	▪ To undertake an appropriate programme of teaching in accordance with the duties set out in the Teachers' Standards. ▪ To deliver lessons which are at least "Good"
Additional Duties:	▪ To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

This post is open to all applicants meeting the person specification regardless of faith or religious belief

We will assess the criteria through our selection procedures which include: application form, covering letter, interview and references

PERSON SPECIFICATION		
Factor	Essential	Desired
VALUES	Clear educational vision and commitment to the Catholic Ethos and values of Saint John Houghton Catholic Voluntary Academy Commitment to academic excellence and high standards Commitment to an inclusive curriculum Commitment to the Academy's role in the wider community	Commitment to breadth in and beyond the curriculum and to the development of the full potential of all students at all levels
PROFESSIONAL ATTRIBUTES	Degree in Science related subject Qualified Teacher Status	
EXPERIENCE	Evidence of successful classroom practice Knowledge and understanding of current educational thinking and developments in Science Experience of teaching Science at KS3 and KS4	Experience of teaching students of mixed ability. Experience of teaching a range of sciences.
TRAINING	Clear sense of responsibility for own Continuing Professional Development	Evidence of recent participation in CPD activities and commitment to continuing professional development
PERSONAL ATTRIBUTES	Conscientious and self-motivated Detailed planner Relates well to colleagues, students and parents Approachable A good team player Uses initiative and takes responsibility Ability to work under pressure and to challenging deadlines Confidentiality	Creative thinker Flexible
SKILLS / ABILITIES	Ability to organise, plan and prioritise Excellent time manager Effective communicator, orally and in writing Effective interpersonal skills Well-developed ICT skills, including the ability to apply these in a practical setting. Adaptability to changing circumstances and new ideas.	Understanding of the importance of data in driving achievement
OTHER	Ability to respond effectively to change Demonstrate integrity Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	