



Job Description

Job Title:	Teacher of Science, mainly Physics with responsibility for KS4
Hours of Work:	Full Time
<p>Rooks Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>This post is subject to the contract of employment between the teacher and the Trustees of Tithe Academy and the provisions in the General Guidance on Job Description/Conditions of Service of Teachers as included in the document on Teachers' Pay and Conditions. This is a TLR2A post where responsibilities include having an impact on educational progress beyond the teacher's assigned students; leading developing and enhancing the teaching practice of others; having accountability for leading, managing and developing a subject or curriculum area or student development across the board and line management responsibility for a significant number of people. The post will be subject to performance review, by the Governing Body, on a regular basis.</p>	
Purpose of Post:	
The purpose of the post is to teach in the Science department, continuing to raise standards through effective curriculum delivery in this area.	
Whole school responsibilities:	
<ol style="list-style-type: none"> 1. To assist leading in the Science department. 2. To be responsible for Science across the school. 3. To contribute to the development and implementation of the School Improvement Plan. 4. To participate in Management Meetings. 5. To ensure Health and Safety procedures are followed in the Department. 6. To participate in the school's performance management process. 7. To liaise with colleagues who carry cross-curricular responsibilities. 8. To liaise with appropriate staff regarding student welfare and discipline. 	
Key Stage 4 coordinator responsibilities:	
<ol style="list-style-type: none"> 1. To have a sound understanding of the principles of teaching Science and be a good classroom practitioner. 	

2. To support the Head of Science in ensuring there is high quality delivery of teaching and learning within both curriculum and extra-curricular activities across Key Stage 4.
3. To take overall responsibility for Key Stage 4 within the Science department.
4. To co-ordinate, manage and track all assessment data for Key Stage 4.
5. To share responsibilities with the Head of Science necessary for the effective running of the Science and to increase standards of attainment in Key Stage 4 (e.g. intervention, revision classes, preparation of examinations, setting arrangements etc).
6. To organise coursework and its moderation.
7. To monitor, develop and review specifications and schemes of work for Key Stage 4.
8. To share responsibility, with the Head of Science, for the care and proper maintenance of the Science department team's equipment and resources.
9. To attend, from time to time, in-service training courses, as appropriate, both for the needs of the Science department and for personal professional development.
10. To actively support key initiatives across the school, for example, the contribution of the Science department to the school's specialisms.

Tasks, Duties and Responsibilities:

1. To teach Science throughout the school in KS3, KS4 and KS5.
2. To develop innovative, traditional and non-traditional approaches to the Science curriculum in order to ensure appropriate access and achievement for all students.
3. To teach using a variety of delivery methods which will stimulate learning, meeting the demands of the curriculum and the needs of the students.
4. To assist in the development and deployment of resources as appropriate.
5. To plan and prepare courses and lessons.
6. To assess, record and report on the attainment, attendance and progress of students keeping such records as required.
7. To monitor and record student progress according to the school's assessment policy.
8. To maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour and standards of work.
9. To set, mark and record homework according to the homework timetable.
10. To assess students' work in line with the school's policies and procedures referring to student performance targets.
11. To provide pastoral support to students with special educational needs.
12. To run intervention or extra-curricular sessions if required.

13. To teach some lessons in our primary school within the MAT if required.	
Tutor/Co-Tutor:	
<ol style="list-style-type: none"> 1. To act in accordance with the guidelines given by the Head of Year. 2. To liaise with the Head of Year in implementing the school's pastoral policies. 3. To organise the checks and controls that take place during tutor time. 4. To register students. 5. To monitor student Link Books to ensure that homework is being recorded as appropriate. 6. To communicate with parents/carers as appropriate. 7. To attend tutor meetings as arranged by the Head of Year. 8. To engage with students and help build relationships within the tutor group. 	
Contribution to the whole life of the school:	
<ol style="list-style-type: none"> 1. To attend all necessary meetings, including Parents' Evening and appropriate Working Party meetings. 2. To support the aims and ethos of this school. 3. To adhere to all school policies. 4. To engage actively in the performance appraisal process and undertake professional development as agreed. 5. To work co-operatively as a member of a team. 6. To report any stranger on site. 7. To be a member of one of the pastoral year teams. 8. To fulfil the Terms and Conditions of Service, as laid down in the current "Pay and Conditions of Service for Teachers". 9. To carry out any other duties as reasonably directed by the Headteacher. 	
Line Management:	
The appointed teacher will be responsible to the Head of Department for all matters relating to curriculum and learning. As a Form Tutor or Co-Tutor, the appointed person will be line managed by the Head of Year for that particular year group.	
Last Updated:	November 16, 2021