



## St Augustine's RC High School



### Job Description

<b>Post Title:</b>	<b>Lead Teacher of Science</b>
<b>Scale:</b>	Main pay scale commensurate with experience (MPR / UPR) plus TLR allowance 2.2 (£4442).
<b>Responsible for:</b>	Supporting the Curriculum Leader to develop the curriculum area and maintain the highest standards of student attainment and achievement.
<b>Responsible to:</b>	Curriculum Leader

---

### School Mission Statement:

At Saint Augustine's we believe that every person is made and loved by God. This is why we respect one another. Within our school community our young people will learn to act justly, love tenderly and recognise God in their lives.

Our school helps families to educate their children in accordance with the principles and teachings of the Catholic Church in an environment which inspires, encourages and supports the development of our pupils through nurturing their gifts and talents.

Our school community will keep alive the memory of Jesus through the Eucharist and through the practice of our Faith. We want everyone at Saint Augustine's to experience the joy of the Gospel in their journey through school and beyond.

Together we will work to make a difference in our community and in the wider world. We follow the example of Saint Augustine by stepping out in faith and celebrating our reasons for living and hoping.

This means that we will provide opportunities, over a wide range of areas of learning and experience, for the full development of each child's potential, value and self-worth. We will provide a Catholic, Christian community and climate in which children can grow from day to day in knowledge and understanding illuminated by the light of faith, and in the acquisition of skills, attitudes and values to fit them to become free, responsible, caring and contributing members of society.

On leaving St Augustine's, we hope pupils are:

- well-adjusted and self-disciplined.
- caring and considerate to others.
- literate and numerate and with the best qualifications of which they are capable.
- equipped to undertake further study or training to enable them to achieve their own goals in life.
- able to cope with the outside world and face up to difficulties as they arise.
- confident in themselves, with a sense of self-worth and the ability to make rational decisions regarding their own future.
- able to co-operate and work with each other.
- sensitive to other people - in the family, in the school and in the community both locally and nationally and in the world at large.

## **Core Duties**

- To support the Curriculum Leader in maintaining the highest standards of student attainment and achievement within the curriculum area and to monitor and support student progress.
- To develop and enhance the teaching practice of others.
- To assist the Curriculum Leader in ensuring the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the policies determined by the Governing Body and Headteacher of the school.
- To support the Curriculum Leader in managing and developing the subject/curriculum area.
- To help to develop the effectiveness of teaching and learning within the department and to enhance the teaching practice of others.
- To contribute to the school procedures for lesson observation and appraisal for those staff under the line management of the Lead Teacher.
- To support the monitoring and evaluation of the department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To promote an ethos of teamwork and collaboration.

## **Communication and Information Management**

- To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system (SIMS and PARS).
- To assist the Curriculum Leader in identifying and taking appropriate action on issues arising from data, systems and reports.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To represent the department's views and interests at Curriculum Leader meetings in the absence of the Curriculum Leader.
- To promote the development of effective subject links with external agencies.
- To support the Curriculum Leader with effective communication between the Science Department and other departments, in particular to promote STEM activities within and outside school.
- To support the Curriculum Leader with the organisation and running of departmental meetings and lead these meetings in the absence of the Curriculum Leader

## **Curriculum and Staffing**

- To keep up to date with national developments in the subject area including teaching practice and methodology.
- To monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To ensure that the development of Science is in line with national developments.
- To promote extra-curricular activities and trips.
- To contribute to cross-curricular SMSC, PSHE, citizenship and careers education according to school policy.
- To undertake appraisal reviews and to act as reviewer for a group of staff within the department as identified by the Curriculum Leader.
- To work with the Curriculum Leader and Assistant Headteacher to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school's ITT programme as appropriate.
- To support the day-to-day management of staff within the department and act as a positive role model.
- To observe lessons and provide formative feedback to colleagues within the department.
- To undertake regular work scrutiny with members of the department to ensure that the Marking Policy is being followed.

## **Pastoral**

- To monitor and support the overall progress and development of students within the department.
- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description, including liaison with Year Leaders to secure high quality collective worship.

## **Subject Teacher - Responsibilities and Tasks to include:**

- To fulfil the duties of a teacher as per the 2012 Teachers' Standards.
- To prepare, develop and deliver lessons in the appropriate subject discipline, according to the schemes of work agreed within the department.
- To monitor and record the performance of pupils.
- To foster and maintain high standards of effort and discipline amongst the pupils by the use of appropriate rewards and sanctions.
- To encourage effective learning by the appropriate use of formative feedback and clear target setting in class and in home learning.
- To foster an atmosphere of mutual respect with pupils in all classroom activities.
- To develop and foster good working relationships with all non-teaching and support staff.
- To contribute to all development work undertaken by the department, in producing schemes of work, programmes of study, schemes of assessment, reports or any such similar materials.
- To attend Parents' Evenings as appropriate.
- To care for and maintain teaching resources and equipment in the department.
- To promote displays which showcase pupils' work and enhance the learning environment.
- To adhere to and to support school policies.
- To take part in the processes of appraisal as required.

## **Form Tutor - Responsibilities and Tasks to include:**

- To ensure a register is taken at the start of the day.
- To monitor attendance and punctuality.
- To alert Year Leaders or the Attendance Improvement Worker of any attendance issues.
- To obtain appropriate explanations following pupil absence.
- To lead the form group in daily, meaningful acts of worship.
- To participate in assemblies.
- To encourage attendance and participation in voluntary Masses.
- To encourage pupils in support of charity fund raising events.
- To promote high standards of dress, behaviour and manners.
- To show by example the ethos of the school by living its Mission Statement.
- To develop relationships with pupils within the form.
- To identify any potential barriers to learning.
- To check and sign each pupil's diary on weekly basis.
- To identify any concerns regarding patterns of homework not being set or not being completed.
- To identify and discuss any concerns regarding behaviour in class or around school.
- To act as the initial mentor to pupils in the form group.
- To use data to track and monitor progress of each pupil in the form across the curriculum.
- To help set appropriate targets and alert the Year Leader to any underachievement.
- To recommend pupils to the Year Leader for awards.
- To encourage pupils to take an active part in extracurricular activities to develop healthy life styles, academic success and community spirit.
- To encourage involvement in a variety of fields making a positive contribution both to school and the wider community.
- To ensure that pupils are effectively notified of school events.

- To act as a conduit between staff, informing the Year Leader of any issues or concern regarding individual pupils in the form.
- To be a point of contact with parents regarding the academic and pastoral well-being of pupils within the form.

### **Other Specific Duties**

- To continue personal professional development.
- To engage actively in the appraisal process.
- To undertake any other duty as specified by STPCD not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

**Job Descriptions for Lead Teachers on TLR2.2 (RE, English, Maths and Science) should reflect a similar workload and set of responsibilities as that of Curriculum Leaders on TLR2.2 (Art, History, Music and Physical Education)**