**Job Description: Teacher of Chemistry**

**JOB PURPOSE**

To teach Chemistry and to ensure outstanding academic outcomes for all students at Bury Grammar School.

**The following duties shall be deemed to be included in the professional responsibilities which you may be required to perform:**

**1. Teaching**

* Planning and preparing courses and lessons;
* Teaching, according to the pupils’ educational needs, the pupils assigned, the setting and marking of work (including examinations) to be carried out by the pupils in School and elsewhere;
* Assessing, recording and reporting on the development, progress and attainment of pupils.
* Providing additional support as may be needed to best meet the educational needs of pupils.

**2. Supporting learning**

* Promoting the general progress and well-being of individual pupils and of any class or group or pupils assigned;
* Providing guidance and advice to pupils on educational and social matters; making relevant records and reports;
* Being a Form Tutor, if required, and carrying out the duties expected to fully meet the requirements of such a role;
* Making records and reports on the personal and social needs of pupils;
* Communicating and consulting with the parents of pupils;
* Communicating and co-operating with persons or bodies outside the School;
* Participating in meetings arranged for any of the purposes described above;
* Accompanying pupils on trips away from the School;
* Contributing to the extra-curricular life of the School;
* Attending School functions;
* Participating in assemblies;
* Contributing to the maintenance of a stimulating working environment in School;
* Upholding the ethos and high standards of the School and abiding by the rules laid down by the School from time to time.

**3. Assessments and Reports**

* Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

**4. Appraisal**

* Participating in any arrangements that may be made for teacher appraisal.

**5. Review: further training and development**

* Reviewing from time to time methods of teaching and programmes of work;
* Participating in arrangements for professional development.

**6. Contributing to academic provision**

* Advising and co-operating with the Headmaster/mistress, Head of Department and other teachers on the preparation and development of courses of study, schemes of work, teaching materials, teaching programmes, methods of teaching and assessment or pastoral arrangements.

**7. Syllabus**

* Teachers are responsible for ensuring that they teach the correct public examination syllabus offered at BGS in their subject in accordance with School policy. Teachers should be aware of any subject area developments outside the School and where appropriate bring them to the attention of colleagues.

**8. Discipline, health and safety**

* Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere.

**9. Staff Meetings**

* Participating in meetings at the School which relate to the curriculum for the school or the administration or organisation of the School, including pastoral arrangements.

**10. Public Examinations**

* Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations, recording and reporting such assessments; and participating in arrangements for pupils’ presentation for and supervision during such examinations.

**11. Administration**

* Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and materials;
* Registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school session or lunch times, evenings, weekends or cover for absent colleagues.

**12. Duties**

* Undertaking supervisory duties as assigned according to the custom of the School.

**13. Time table**

* The School may alter the weekly time table from time to time depending on amongst other things the School roll.

**General Duties**

* Work flexibly to meet the Schools requirements including on occasions working in other departments as directed by your manager. This requirement is likely to be particularly relevant where you may be expected to work evenings or weekends.
* Comply with all School policies and procedures. Within these boundaries, staff are expected to use initiative to resolve problems and address issues.
* Ensure the quality standards and performance measures applying to your area of work are met and facilitate continuous improvements in all aspects of the post.
* Maintain a safe environment by working within Health & Safety guidelines and being aware of your responsibilities for health and safety.
* Value diversity and promote equal opportunities
* Participate in appraisal activities as required. Undertake further training as needed to ensure up to date knowledge and implementation of best practice.
* All Bury Grammar Schools’ employees are expected to act as ambassadors for the Schools and promote the Schools and its services positively as well as behave in a manner consistent with the Schools’ Values at all times.
* Undertake any other duties and tasks appropriate to the grade and character of work as may reasonably be required.

*The details contained in this job description reflect the content of the job at the date the job description was prepared. However, over time, the nature of individual jobs inevitably change; existing duties may be lost and other duties gained without changing the general character of the duties or the level of responsibility entailed. Consequently, the Schools will expect to revise this job description from time to time and will consult with the job holder in so doing.*

SIGNED on behalf of the School

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SIGNED by the Employee

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