



THE CHALFONTS
INDEPENDENT GRAMMAR SCHOOL

Job Description

The Chalfonts Independent Grammar School is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

<p>Post title</p> <p>Hours of work</p> <p>Remuneration</p> <p>Responsible to</p>	<p>Chemistry/Science Teacher</p> <p>8:30am – 5pm</p> <p>Commensurate with experience</p> <p>Principal</p>
<p>Main Responsibilities</p>	<ul style="list-style-type: none"> • Planning of unit lessons and curriculum that aligns with the IB MYP curriculum • Teach classes according to the guidelines of the Middle Years Programme (MYP) and Diploma Programme (DP) • Instruction of School Chemistry/Science classes, and Chemistry/Science DP classes with enthusiasm, creativity, and sensitivity to student learning styles • Utilise technology for instructing students, maintaining records, communicating information to parents, and promoting student and Chemistry/Science program achievements • Facilitate enrichment opportunities and seek extracurricular activities on behalf of students • Select books, resources and supplies • Accompany students on field trips and Chemistry/Science trips etc. • Ensure that the School environment excites and inspires students to engage with Chemistry/Science • Ensure that the School environment demonstrates to visitors the importance of Chemistry/Science • Plan collaboratively and generate dialogue with class teachers, ensuring that Chemistry/Science is woven into different aspects of the curriculum • Develop units of inquiry by defining the central idea • Establish effective and positive relationships with students based on mutual respect and the recognition of the individuality of each student • Liaise with colleagues to help organise interdisciplinary units within the curriculum • Prepare short, medium and long-term plans as required • Plan collaboratively across subject areas to ensure the curriculum is

	<p>integrated, broad and balanced</p> <ul style="list-style-type: none"> • Maintain high quality inquiry-based learning in lessons • Differentiate lessons appropriately to ensure every student has the opportunity to experience success, thus facilitating the School’s inclusive policy • Use a variety of learning strategies to support the diversity of learning styles within the classroom • Assess, record and report on the development, progress and attainment of students in accordance with the MYP and School assessment and reporting requirements • Take responsibility for running a club after the School teaching day has finished, according to the stated guidelines • Undertake regular training and update teaching practice and methodology; share skills and knowledge with colleagues • Maintain a high standard of courtesy and professional relationships with all colleagues, students, parents and interested parties and in particular show full respect for the cultures and background of all students, parents and colleagues • Provide a safe, effective, challenging learning environment and an attractive and welcoming classroom • Maintain good order and behaviour among students • Take responsibility for the safety of students through supervision duties and through reading and applying our Safeguarding policy and Handbook • Read and carry out the requirements of other School policies, routines and procedures and act in accordance with the Teacher’s Handbook and notices or announcements made by the management at The Chalfonts • Manage time effectively in carrying out duties and meeting deadlines, maintaining punctuality • Participate in in-service training, parents’ evenings and School functions according to the published schedule • Be fully aware of the layout of the campus, including the location of first aid boxes and fire exits • Provide cover as and when required by line manager • Offer all students equal opportunities to learn and maintain an environment in which no student is exposed to discriminatory behaviour • Take an active role in the life and development of the School • Undertake any other reasonable requests made by line manager
<p>Monitoring, Assessment, Recording, Reporting, and Accountability</p>	<ul style="list-style-type: none"> • To be immediately responsible for the processes of identification, assessment, recording, and reporting for the pupils in their charge. • Assess pupil’s work systematically, using results to inform future planning, teaching, and curricular development. • Prepare and present accurate and informative reports to parents on their child’s progress. • Keep an accurate register of pupils in each lessons, reporting unexplained absences, or patterns of absences, in line with the relevant school policy. • Direct reporting to the Principal, but also accountable the Governors and Directors of Alpha Schools Limited when required.

<p>Subject Knowledge and Understanding</p>	<ul style="list-style-type: none"> • Have a thorough, up to date knowledge and understanding of the Middle Years and Diploma Programmes of the International Baccalaureate • Have an understanding of the requirements of the IB MYP/DP • Keep up to date with research and developments in pedagogy and relevant subject areas.
<p>Professional Standards and Development</p>	<ul style="list-style-type: none"> • To be a role model to pupils through personal presentation and professional conduct. • To arrive in class, on or before the start of the lesson, and to begin and end lessons on time. • To cover for absent colleagues as is reasonable, fair and equitable. • To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work. • To be familiar with the Staff handbooks and support all the School's policies, e.g. those on Health and Safety. • To establish effective working relationships with professional colleagues and associate staff. • To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures. • To be involved in extra-curricular activities such as making a contribution to after-school clubs and visits. • To maintain a working knowledge and understanding of teachers' professional duties as set out in the current Staff handbook, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children. • To liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare. • To undertake any reasonable task as directed by the Principal and Senior Leadership Team. • To be aware of the role of the Governing Body of the School and to support it in performing its duties. • To train in basic first aid. • To be familiar with and implement the relevant requirements of the current SEN Code of Practice. • To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who: <ul style="list-style-type: none"> o have SEN; o are gifted and talented; o are not yet fluent in English. • To uphold the school's core values.

Person Specification

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	Essential	Desirable	Method of assessment
Qualifications	<p>Teaching qualification (e.g. PGCE or equivalent)</p> <p>BSc (or MSc) in Chemistry based subject.</p>	<p>First Aid</p> <p>SEN</p> <p>ICT</p> <p>QTS</p>	<p>Production of the Applicant's certificates</p>
Experience	<p>Relevant teaching experience.</p> <p>Designing and implementing inspirational and engaging schemes of work.</p> <p>Of using a number of assessment, recording, and planning strategies.</p> <p>Classroom management.</p> <p>Experience using a number of varied resources to deliver their lessons.</p>	<p>Teaching the MYP and/or DP</p> <p>Ability to offer a second subject at MYP and/or DP levels</p> <p>Experience teaching within an integrated curriculum</p> <p>Experience of International Education</p> <p>Two years' teaching post qualification with the appropriate age level</p> <p>Experience teaching students with Special Educational Needs</p>	<p>Application Form</p> <p>Interview</p> <p>Professional references</p>
Skills	<p>Native Speaker level in written and spoken English</p> <p>Ability to provide dynamic, motivational, learner-centred classroom activities</p> <p>High level of communication, teaching and presentation skills</p> <p>Strong ICT skills</p> <p>Ability to differentiate lessons to a variety of learning styles</p>	<p>Ability to lead and/or facilitate in-house training within your area of expertise</p> <p>Ability to speak other languages</p> <p>Willingness to become an examiner in your subject area</p> <p>Willingness to participate in</p>	<p>Application Form</p> <p>Interview</p> <p>Professional references</p>

	<p>and ability levels Good time management skills</p> <p>Good classroom management</p> <p>Willingness to teach/coach/supervise extra-curricular activities</p> <p>Ability to show initiative and contribute new ideas</p> <p>Be a good role model to students in terms of punctuality, integrity and fairness</p> <p>Ability to work collaboratively in a team</p>	the Duke of Edinburgh Programme	
Knowledge	<p>Understanding of other cultures</p> <p>Understanding of equal opportunities, and the impact that School policy has on a class of students</p> <p>Knowledge of a variety of pedagogical approaches, and ability to apply each one as and when required</p>	<p>Knowledge of the IBO and its Middle Years and Diploma programmes</p> <p>Knowledge of mixed culture teaching and learning</p>	<p>Application Form</p> <p>Interview</p> <p>Professional references</p>
Personal competencies and qualities	<p>Contribute fully to the pastoral life of the School during the day as a Form Tutor</p> <p>Teach/coach/supervise extra-curricular activities and games</p> <p>Strong commitment to child protection and safeguarding</p> <p>Commitment to the IB Programme and philosophy Commitment to continuing professional and personal development</p>		<p>Application Form</p> <p>Interview Professional references</p>