



JOB DESCRIPTION FOR:	Teacher of Science, 2nd in Department	Name:	
Main responsibilities/Purpose: <ul style="list-style-type: none"> To assist the Curriculum Leader in developing a broad, balanced, relevant and adaptive curriculum for pupils To teach Science and support the department as appropriate to implement the Science curriculum To assist the Curriculum Leader in maintaining a clear vision for the department in delivering outstanding teaching to all pupils in Science To assist the Curriculum Leader in upholding and raising further standards in line with whole school and department improvement plan To assist the Curriculum leader in supporting the department through effective professional development To monitor and support the overall progress and development of pupils as a teacher/ Form Tutor To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth. 			
Line Manager: Curriculum Leader			
Line Managing: N/A			
Liaising with: Curriculum Leader and other colleagues in department, relevant non-teaching support staff, LEA representatives, external agencies and parents.			
Working Time: 190 Pupil days per year; full-time; 5 In-service days; directed time as detailed by Headteacher			
Target Teaching Load: 21/25			
Salary/Grade: Main Scale/Upper Scale plus TLR 2:2			
Position on Pay Scale (highlight): NQT Main Pay Range Upper Pay Range Leadership Administrative			
Safeguarding: Applicants should be aware that we are committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. The successful applicant will be required to complete an enhanced DBS check.			
Post duties (+ TLR 2.2): Relating to School Mission Statement: <ul style="list-style-type: none"> In line with the explicit aims within the School Mission Statement all employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. St Mary's Catholic High School, Leyland places the highest value on the very positive and supportive relationships existing between teachers and between teachers and pupils. Teachers are expected to set a positive example to others in this respect. 			
Operational / Strategic Planning <ul style="list-style-type: none"> To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department. To contribute to the curriculum area and department's development plan and its implementation. To plan and prepare lessons in the short and medium term time frame. To contribute to the whole school's planning activities. 			
Curriculum Provision: <ul style="list-style-type: none"> To assist the Curriculum Leader and the Deputy Head in ensuring that the curriculum area provides a range of teaching which complements the school's strategic objectives. 			
Curriculum Development: <ul style="list-style-type: none"> To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the school's Mission and strategic objectives To lead the implementation of enrichment opportunities in Science across all year groups. 			
Staffing / Staff Development / Recruitment/ Deployment of Staff <ul style="list-style-type: none"> To take part in the school's staff development programme by participating in arrangements for further training and continuing professional development. To continue personal development in the relevant areas including subject knowledge and teaching methods. To engage actively in the appraisal process. To ensure the effective/efficient deployment of classroom support To work as a member of a designated team and to contribute positively to effective working relations within the school. 			
Quality Assurance: <ul style="list-style-type: none"> To help to implement school quality procedures and to adhere to those. To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. 			



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- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Management Information:

- To maintain appropriate records and to provide relevant accurate and up-to-date information for attendance, assessments and registers.
- To complete the relevant documentation to assist in the tracking of pupils.
- To track pupil progress and use information to inform teaching and learning.

Communications:

- To communicate effectively with the parents of pupils as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

Marketing and Liaison:

- To take part in marketing and liaison activities such as Open Evenings; Parents Evenings, Review Days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

Management of Resources:

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Curriculum Leader and Deputy Headteacher to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure the sharing and effective usage of resources to the benefit of the school, department and the pupils

Duties related to Teaching & Learning:

The Teachers' Standards document gives a full description of teacher competencies at different levels. This will be referred to when making judgements on the quality of teaching and performance generally under Appraisal/Performance Management regulations. <http://www.education.gov.uk/schools/teachingandlearning/reviewofstandards>

- To undertake a pro rata appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
- To assess record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To ensure that ICT, literacy, mathematics and school subject specialism(s) are reflected in the teaching/learning experience of pupils
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for pupils which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of pupils as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To make appropriate provision for pupils with special educational needs and disabilities based on the I.E.P.'s produced in conjunction with the Learning Support Department.

Duties relating to Pastoral /Other/Specifics:

To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils follow this example.

Other Specific Duties:

- To support the school in meeting its legal requirements for worship.
- To continue personal development as agreed.
- To engage actively in the performance review process.
- To undertake any other duty as specified by STPCD not mentioned in the above.
- 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
- 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.



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Signature Post Holder:

Signature Line Manager:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.