



**JOB DESCRIPTION**

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| **Post: Teacher of Science for the secondary age range**    **Salary: Pay Spine and above**  **Responsible to: Head of Department** |

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| **Teaching & Learning**   * To maintain the highest professional standards as set out in the Teachers Standards. * To teach students according to their educational needs, including the setting and marking of work to be carried out by students in school and elsewhere. * To assess records and reports on the attendance, progress, development and attainment of students. * To provide and/or contribute to oral and written assessments, reports relating to individual students and groups of students. * To ensure that ICT, literacy, numeracy and school subject specialism(s) are reflected in the teaching and learning experience of students. * To use a variety of teaching methods, which will stimulate learning appropriate to student needs and demands of the syllabus. * To provide a positive, conducive and safe learning environment, encouraging high standards in punctuality, presentation or work and relationships. * To set high expectations for students behaviour and maintain a good standard of discipline through well-focussed teaching, fostering positive relationships and implementing the schools Behaviour for Learning Policy. * To undertake assessment of students as requested by external examination bodies, departmental and school procedures. * To mark, grade and give written, verbal feedback as required following school policies. * Report to the head teacher any concerns which may be considered Child Protection issues. * To assist in the event of staff absence with the setting of appropriate work for use by supply or substitute staff. * To assist in ensuring that pupils are provided with an appropriately broad, balanced, relevant and differentiated curriculum. * To deliver Physics GCSE as well as KS3 Science and GCSE Combined Science. |

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| **Recording Reporting & Assessment**   * Being accountable for student progress and development within the area by leading, developing and enhancing all assessment arrangements within the area in line with school policy. * Being accountable for leading, developing, co-ordinating and monitoring strategies to raise pupil achievement. * Reviewing long term and short term planning. * Liaising closely with the Head of Department to ensure continuity and progression across the Key Stage. |

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| **Strategic Planning:**   * To contribute to the department’s development plan and its implementation. * To plan and prepare courses and lessons. * To contribute to whole school planning activities. |

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| **Staffing:**   * To take part in the school staff development programmes, by participating in arranged training for professional development. * To continue personal development in the relevant areas, including subject knowledge and teaching methods. * To engage in the Performance Management Review process. * To work as a member of a designated team and to contribute positively to effective working relationships within the school. |

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| **Management of information:**   * To maintain appropriate records and to provide relevant accurate and up-to-date information to SIMS – registers, behaviour log etc. * To compete the relevant documentation to assist in the tracking of students. * To track student progress and use information to inform teaching and learning. |

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| **Communication and Liaison:**   * To communicate effectively with the parents/guardians of students as appropriate. * Where appropriate, to communicate and cooperate with persons or bodies outside the school. * To follow agreed policies for communication in the school. * To take part in parents’ evenings. * To contribute to the development of effective subject links with external agencies. |

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| **Pastoral System:**   * To be a Form Tutor. * To promote the general progress and wellbeing of individual students. * To liaise with the Pastoral team to ensure the implementation of the school’s pastoral system. * To register students, accompany them to assemblies, encourage their full attendance at all lessons, and their participation in other aspects of school life. * To alert the appropriate staff of issues/concerns/problems concerning students. * To contribute to PSHE and citizenship according to school policy. * To apply the Behaviour for Learning Policy so that effective learning can take place. * To ensure that appropriate safeguarding procedures are in place and applied. |

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| **Beyond the classroom:**   * Be an active participant in extra-curricular activities designed to  1. Enhance pupil achievement   and/or   1. Enrich pupils experience and understanding.  * Play an active role in the pastoral care of pupils and their development. |