



**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/or1. Enrich pupils experience and understanding.
* Play an active role in the pastoral care of pupils and their development.
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