



Prep Science Teacher JOB DESCRIPTION

Job Title :	Prep Science Teacher
Line Manager:	Head of Prep Science

Purpose of Job

Subject teachers are responsible for maximising the academic progress of the students they teach, working with colleagues to participate fully in the development of the department. Subject teachers promote a positive, purposeful and professional working atmosphere that encourages cooperation and challenge, whilst valuing and supporting the contribution that individuals make to the success of the department.

As a teacher of Science you will encourage students to build links between scientific disciplines and build an appreciation for the nature of Science and the scientific method. You will provide purposeful opportunities for students to carry out investigations, enhancing knowledge and learning through development of core practical skills.

Duties and Responsibilities

Overall Responsibilities

1. Encourage high standards in all aspects of school life, particularly in student progress and behaviour
2. Contribute to the effective and efficient running of the school by working within established systems
3. Promote a school culture which is positive, purposeful and professionally stimulating
4. Support and motivate students, teachers and other school employees to develop world class provision
5. Encourage consultation, review and improvement within the department and faculty
6. Embrace the Harrow Model of Excellence framework, applying it to all learning opportunities
7. Be punctual, organised and willing to fully contribute to wider aspects of school life

Teaching and Learning Responsibilities

1. Plan and prepare well-structured lessons, tailored to the needs of all students and the scheme of work being taught
2. Make sure that the classroom is a stimulating environment that facilitates learning and skill development
3. Generate passion for the subject being taught and inspire all students to work to their potential
4. Liaise with Heads of Department and the Inclusion Manager where a student may have special educational needs and with the Form Tutor and Head of House if a student is experiencing pastoral difficulties
5. Promote and maintain high standards of behaviour by encouraging a positive, proactive approach to study and build productive relationships with students
6. Produce, maintain and share high quality learning materials and resources in a collaborative effort to support the department
7. Set homework according to policy and pertinent to the student's needs
8. Provide effective feedback to further student learning, instigating reteaching strategies when required
9. Promote high standards in the use of English as the inclusive language and help develop English for Academic Progress
10. Assess, record and monitor the progress of all students according to faculty guidelines, recording academic and engagement results centrally

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11. Use a data driven approach to identify learning patterns and implement effective action plans to address any learning gaps
12. Contribute to intervention programmes when required
13. Provide high quality, accurate, constructive and timely information to parents and guardians
14. Use technology effectively and in line with departmental guidance to teach, resource, monitor, assess and inspire students to further their learning

Responsibilities to the Department and School

1. Be respectful of the needs of colleagues and the department with regards to cooperation, collegiality, deadlines and team cohesion
2. Proactively contribute to the development of Prep Science teaching, curriculum development, resourcing and tracking to maximise student outcomes
3. Participate positively in departmental meetings, follow policies and contribute to the effective and efficient running of the department
4. Promote professional dialogue, share ideas about teaching and learning and support other teachers in developing good practice
5. Take part in, and contribute to, INSET activities offered in the department and by the school
6. Enthusiastically contribute to cross-curricular initiatives and Leadership in Action activities
7. Actively take ownership of your own continual improvement through sustained engagement in self-driven CPD
8. Keep up to date with developments in the subject, and in education more generally
9. Upholding the staff Code of Conduct and showing commitment to safeguarding, child protection and the well-being of students

Other Responsibilities

1. Undertake other reasonable duties as requested by the Head of Department, Head of Faculty or members of the Senior Leadership Team and any duties that the Head Master deems necessary for the effective operation of the school

Requirements

- Appropriate degree, with UK PGCE, or other teaching qualification giving QTS
- Minimum three years' teaching experience
- Familiarity with the national curriculum of England (plus IGCSE/GCSE and/or A Levels as appropriate)
- The ability to teach a Science up to IGCSE would be an advantage, but not essential
- Passion for teaching and commitment to educating the whole child
- A high level of professionalism and consideration of the well-being of children
- Recent and consistent involvement in extracurricular activities
- Respect for all members of a school community, irrespective of position, gender, age and ethnic background
- Previous experience working with students for whom English is not their first language
- A positive and solution-focused attitude to working life
- Acceptable police checks (or equivalent) from the country of origin and from all other countries in which the applicant has worked and no question regarding suitability to work with children

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- Appropriate references from current and previous employer, corroborated by personal phone calls made to each referee

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.