Brentwood Ursuline Convent High School Job Description

Teacher of Chemistry

Post held: Teacher of Chemistry
Responsible to: Head of Chemistry
Salary scale: MPS

Duties: The professional duties of all teachers, (other than the Headteacher) are set out in the STPC and describe the duties required of all mainscale posts. In addition, the description of the requirements of the post of Teacher of Science at Brentwood Ursuline Convent High School, along with the particular duties expected of the post holder have been set out below:

Major duties: Under the overall direction of the Headteacher and the light of the school's mission statement to undertake the following responsibilities.

1. to teach Science within the school from Years 7-13
2. to have firm aims and objectives for all lessons, to identify individual learning needs and devise ways of meeting these
3. to maintain a full record of attendance, effort and attainment of all students as well as records of lessons taught and homework set
4. to ensure good supervision and discipline, through efficient planning and delivery
5. to work with parents in partnership to enhance the leaning experience
6. to recognise and celebrate achievement in Science and to promote an awareness of the importance of Science in the community
7. to initiate and maintain links with form tutors and support staff where appropriate
8. to work as one of a team in curriculum development initiatives within Science
9. to contribute to other areas by negotiation
10. to undertake tasks which may from time to time be required, e.g. school trips
11. to read and observe the Science department Health and Safety Policy and Risk Assessment recommendations
12. to present regular and reasonable apparatus requirements, with adequate notice
13. to set, collate and record assessment material for all classes taught
14. to check that all students following external examination courses are entered for the appropriate examination, have the necessary assessment requirements and have covered the full syllabus requirements
15. to prepare students for public examinations, assess students for the purposes of such examinations, record and report such assessments and attend meetings connected with the conduct of public examinations
16. to co-operate with other members of the department in the moderation of GCSE coursework, development of schemes of work and such Teaching and Learning strategies as are agreed within the department

17. to set work for his/her classes where absence is known in advance and setting work for absent colleagues where required
18. to keep up to date with curriculum innovation, participate in arrangements for INSET, contribute to his/her own professional development
19. to contribute to the provision of resources and teaching materials and take some responsibility for care of stock.
20. to take on the responsibilities of a form tutor.

Other

1. Contribute to the ethos of this Catholic school.
2. To carry out any other duties relevant to the department or member of staff as directed by the Headteacher.
3. The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this.