

<b>JOB DESCRIPTION – SECOND IN FACULTY OF SCIENCE</b>
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**Name:**

**POST GRADE/SALARY:** TMS/UPS + TLR 2.1 (£2639 pa)

**1.0 JOB TITLE AND PURPOSE: SECOND IN FACULTY OF SCIENCE**

To raise the achievement of all students.

**2.0 WORKING HOURS**

Teacher contract: 32.50 hours per week whole year

**3.0 LINE MANAGEMENT:**

**Responsible to:** Head of Science

**4.0 DUTIES AND RESPONSIBILITIES:**

**PART ONE: SECOND IN FACULTY OF SCIENCE**

**4.1 Wider professional responsibilities**

- To make a positive contribution to the wider life and ethos of the school.
- To develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.

**4.2 Specific responsibilities**

- To support the leadership and management of the Science department
- To lead teaching and learning in the department
- To support with the implementation of the department development plan
- To plan, prepare and teach Science across the full age range and abilities
- To assess, record and report on students' work and progress
- To update schemes of work within the department
- To contribute to the departmental and whole school policies on literacy and numeracy
- To represent the department at the School Improvement Group (SIG) meetings in the absence of HOF
- To represent the department at curriculum and other meetings as required
- To work with the Head of Science to continue to raise standards within the department
- To undertake Department Self-Review

**4.3 Tasks**

- To plan, prepare and teach Science across the full age range and abilities
- Have responsibility for trainee teachers and NQT's
- To assess, record and report on student's work and progress
- To take on the role of form tutor
- To report progress at KS3 SIG meetings
- To continue developing schemes of work in line with the new national curriculum orders
- To support the review and development of the assessment policy
- To use and develop ICT within the curriculum and for administration purpose

**4.4 Other**

- To complete any other appropriate tasks as directed by the Head of Science.

- To maintain all relevant records and complete all relevant filing.

## **PART TWO: PERSONAL AND PROFESSIONAL CONDUCT**

### **4.5 A Second in Faculty is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout their career.**

- A Second in Faculty upholds public trust in the profession and maintains high standards of ethics and behaviour, within and outside school, by:
  - treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their professional position.
  - having regard for the need to safeguard students' well-being, in accordance with statutory provisions.
  - showing tolerance of and respect for the rights of others.
  - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
  - ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
- A Second in Faculty must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- A Second in Faculty must have an understanding of, and always act within, statutory frameworks.

## **PART THREE: OTHER**

### **4.6 Appraisal**

- To participate in arrangements agreed at United Endeavour Trust for the appraisal of his/her performance and the development identified.

### **4.7 Policies**

- To understand and comply with all school policies.
- To take all reasonable steps to ensure that Health and Safety requirements are observed, both on the school premises and elsewhere

### **4.8 General Terms**

- Holiday leave will be in line with the policy for teaching staff.
- The above responsibilities are subject to the general provision of the appropriate conditions of service document and any other interpretation as discussed with the non-teaching association.
- All job descriptions are subject to change as the needs of the trust changes.
- All teaching staff will undertake any other reasonable duties within the overall function, commensurate with the grading level and responsibility of the job.

Signed \_\_\_\_\_ Post holder

\_\_\_\_\_ Chief Executive Officer

\_\_\_\_\_ Date