



# Bishop's Stortford College

## Job Description

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| <u>Job Title Appointment:</u><br>Teacher of Chemistry  | <u>Grade/Spine Point:</u><br>E1- E15 | <u>Salaried/Waged Appointment:</u><br>Salaried |
| <u>Establishment Details</u>   |                                      |  |
| Governing Council Approval: Before September 2008  |                                      |  |
| Staff Position Number: TBC   |                                      |  |
| <u>Responsibility for Completion and Amendment:</u><br>Headmaster  |                                      |  |
| <u>Date Implemented:</u><br>1 <sup>st</sup> September 2010   | <u>Review Date:</u><br>On Going      |  |
| <u>Line Management:</u><br>Senior School Headmaster<br>Senior School Head of Department (Chemistry)<br>Post Holder                                       |                                      |  |
| <u>Subordinate Staff:</u><br>None  |                                      |  |
| <u>Main Duties:</u><br>See Attached Sheet  |                                      |  |
| <u>Technical Duties:</u> (where appropriate)<br>Not Applicable   |                                      |  |
| <u>Other Tasks/General Duties:</u><br>See Attached Sheet   |                                      |  |
| <u>Qualifications/Experience/Training/Competences:</u><br>a. <u>Essential:</u> See Person Specification<br>b. <u>Desirable:</u> See Person Specification |                                      |  |

Signed: J. Gladwin

Appointment: Headmaster, Bishop's Stortford College

Date: 22/12/15

**BISHOPS STORTFORD COLLEGE**  
**MAIN DUTIES OF THE TEACHER OF CHEMISTRY**

**General**

Provide essential support to the College via the head of department/line manager. The job holder is responsible for Teaching History in the Senior School.

**Core Function**

The following are the basic responsibilities of the teachers in the Department:

- to contribute to the teaching of the Department, setting and marking pupils' classwork and homework as appropriate and in accordance with the Department's Assessment Policy;
- to assist in the delivery and development of the appropriate specifications and schemes of work;
- to arrive punctually for lessons and to ensure proper supervision of pupils;
- to foster an atmosphere in the classroom which encourages the highest standards of work, behaviour and appearance;
- to make learning exciting and stimulating, employing a range of approaches and strategies, with the focus on pupil learning .
- to implement Department and College policies;
- to attend Departmental meetings;
- to ensure proper care and monitoring of Departmental books, materials and resources;
- to maintain the upkeep of all classrooms, wall displays and other resources reporting any problems to HoD / ICT / Bursary as appropriate;
- to keep the Head of Department effectively informed of the progress of pupils and teaching groups and to report any problems or concerns as soon as they arise;
- to communicate with parents, tutors and House Masters/Mistresses on the progress of pupils through report writing, Parents' Evenings and other appropriate means;
- to set and mark examinations as directed by Head of Department;
- to mark coursework as directed by Head of Department;
- to be aware of all Health and Safety factors relevant to classroom management.

**The Department will support its teachers in the following ways:**

- by the creation of a positive, open working community within which communication (both formal and informal) between all members of the Department is easy and frequent and in which resources and ideas are freely and effectively shared;
- by consulting all members of the Department on significant decisions regarding the direction, management and development of the Department so as to recognise the experience and expertise of all members of the Department;
- by identifying the needs of each member of the Department and attempting to supply them;
- by providing the physical resources and direction to allow each lesson to be conducted at the highest possible level, to the benefit of both teacher and pupils;

- by encouraging each member of the Department in their teaching, and by providing an environment where each feels secure and supported;
- by providing Departmental members with an opportunity to attend INSET which provides them with their needs and stretches them beyond their current levels of knowledge / attainment;
- by assisting each member of the Department in the attainment of his / her ambitions;
- by developing good relationships between the Department and other members of staff, pupils and parents;
- by developing clear guidelines and structures through discussion for the delivery of the curriculum and the various exam syllabuses for which the Department is responsible.

### **Additional Duties**

The above list is not exhaustive but is by way of example only. Responsibilities and duties may vary from time to time as the position evolves.

Tasks delegated by the head of department/line manager which are within your experience, ability or grade.

### **Safety, Health, Environment and Fire**

The job holder has a duty to take reasonable care to avoid injury to themselves and to others by their work activity, and to co-operate with the College and others in meeting the statutory requirement of the HASAW Act 1974. Report all accidents and near misses on the day they occur to the line manager.

The job holder is not to interfere with or misuse any equipment provided, in accordance with the act, to protect their health, safety or welfare. Ensure your working environment is safe and comply with all College risk assessments and policy directives.

### **Equality and Diversity**

The College is committed to providing equal opportunity to all employees and pupils. This means that employees are treated fairly, irrespective of sexual orientation, ethnic origin, religion, disability, age, gender, marital status or other reason. The job holder is expected to always comply with the provisions set out in law and the College policies on equality and diversity.

### **Employment Terms and Conditions**

Full details of the terms and conditions are set out in a separate booklet that will be issued with this job description. The booklet is reviewed at regular intervals to ensure the College operates within current legislation and to take into account the introduction of new equipment, working practices and techniques. You will be sent amendments to the terms and conditions booklet when they are issued.