



Biology Teacher with the ability to teach KS3 Science Job Description

Salary: Negotiable

Starts: September 2019

Responsible to: Senior Management Team / Head of Science

This job description is current at the date shown, but, in consultation with you, may be changed by the Senior Management Team to reflect or anticipate changes in the job commensurate with the grade and job title.

Areas of responsibility and key tasks:

A Strategic management

- Contributing to the Science Department Handbook
- Analyse and interpret relevant data to inform target setting, personalised learning and intervention

B Planning

Plan teaching to achieve progression in pupils' learning through:

- Creating a subject overview and weekly lesson planners for KS4 & A Level classes
- Identifying clear teaching and learning objectives and specifying how they will be taught and assessed
- Setting tasks, including homework, which challenge pupils and ensure a high level of interest
- Setting appropriate and demanding expectations for pupils' learning, motivation and presentation of work
- Setting clear targets building on prior attainment
- Identifying the needs of individuals and groups within the class, taking note of individual education plans and the requirements of the Code of Practice

- Making effective use of assessment information when planning lessons
- Planning opportunities to contribute to pupils' literacy and numeracy, and to their personal, spiritual, moral, social and cultural development
- Sharing best practice with colleagues

C Teaching and Class Management

- Establish and maintain a safe environment and purposeful working atmosphere which supports learning and in which pupils feel secure and confident
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships
- Provide clear structures for lessons maintaining pace, motivation and challenge
- Use a variety of teaching methods to:
 - (i) structure information well, including outlining content and aims and summarising key points as the lesson progresses
 - (ii) instruct, demonstrate and give accurate, well-paced explanations using appropriate vocabulary
 - (iii) use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
- Select appropriate learning resources and develop study skills through library, ICT and other sources
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- Critically evaluate teaching to improve effectiveness

D Monitoring, assessment, recording, reporting:

- Assess how well learning objectives have been achieved and use them to inform teaching
- Mark and monitor pupils' work regularly and set targets for progress
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving. Transmit this information to each pupil's Tutor

- Prepare and present informative reports to parents
- Analysing data from external exams and setting any relevant targets
- Teaching Science at KS3 and Biology at KS4 and A level
- Update the core/required practical list for the 9-1 iGCSE scheme of work
- Contribute to the shared lesson resources by developing materials which include stretch and challenge tasks

E Other professional requirements:

- Operate at all times within the stated policies and practices of the school
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations
- Contribute to the life of the school through effective participation in meetings and management systems necessary for the smooth running of the school
- Take responsibility for their own professional development and duties in relation to school policies and practices
- Liaise effectively with parents and governors as necessary
- Arrange competitions, visits, etc. to enhance the pupils' learning
- Contribute to the process of the ordering and allocation of equipment, materials and resources for the successful delivery of the subject
- Assist in identifying resource needs and to contribute to the efficient/effective use of physical resources
- Carry out other duties as reasonably required by the Senior Management Team
- At all times adhere to the PACT Charter of Educational Principles
- Support and promote the embedded Character Development programme
- Be part of the wider school community, running extra-curricular clubs.

The Laurels School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

March 2019