



ARTHUR MELLOWS VILLAGE COLLEGE

Helpston Road, Glington, Peterborough PE6 7JX

JOB DESCRIPTION	
Post Title	Second in Science TLR 2B
	This College is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment
Purpose	<p>To support and deputise for the Head of Department:</p> <ul style="list-style-type: none">• To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.• To act as a Curriculum Lead and be responsible for leading and developing this area.• To develop and enhance the teaching practice of others.• To monitor and support the overall progress and development of students as a manager within the curriculum area and as a Form Tutor.• To work with the Head of Faculty to improve the quality of teaching.• To work with colleagues in joint planning and teaching within an identified area.
Reporting To	Head of Department/Relevant Manager.
Responsible For	The provision of a full learning experience and support for students.
Liaising With	Head/Deputies Teaching, relevant non-teaching support staff, LA representatives, external agencies and parents.
Working Time	195 days per year. Full time.
Disclosure Level	Enhanced

MAIN (CORE) DUTIES	
Operational / Strategic Planning	<ul style="list-style-type: none"> • To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department, within the designated area. • The day-to-day management, control and operation of one curriculum area provision within the department. • To assist in monitoring and following up student progress. • To assist in the implementation of School Policies and Procedures, for example Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc. • To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the school • To support the relevant manager in the application of ICT in the Curriculum area.
Curriculum Provision	<ul style="list-style-type: none"> • To liaise with the Head of Department to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives.
Curriculum Development	<ul style="list-style-type: none"> • To support curriculum development within the whole department with particular emphasis on the relevant curriculum area. • To keep up to date with national developments in the subject area and teaching practice and methodology. • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. • To liaise with the Head of Department to maintain accreditation with the relevant examination and validating bodies.
<u>Staffing</u> Staff Development Recruitment/Deployment of Staff	<ul style="list-style-type: none"> • To work with Heads of Department and Deputy Head to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To contribute to Personal Development Review. • To promote teamwork and to motivate staff to ensure effective working relations. • To ensure the effective efficient deployment of classroom support • To participate in the schools Teacher Training and ECT programme
Quality Assurance	<ul style="list-style-type: none"> • To assist in the process of the setting of targets within the department and to work towards their achievement. • To help develop the effective teaching and learning styles in all relevant curriculum area within the department. • To contribute to the School procedures for lesson observation • To implement School quality procedures and to ensure adherence to those within the department.

	<ul style="list-style-type: none"> • To participate in the monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required within the relevant curriculum area.
Management Information	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system. • To assist in the use of analysis and evaluation of performance data. • To help produce reports within the quality assurance cycle. • To assist in the production of reports on examination performance, including the use of value-added data. • To assist in the identification of exam entries within the department/curriculum area.
Communications	<ul style="list-style-type: none"> • To ensure effective communication as appropriate with the parents of students. • To liaise with partner schools, higher education, industry, Examination boards, Awarding bodies and other relevant external bodies where necessary.
Marketing and Liaison	<ul style="list-style-type: none"> • To contribute to the development of effective links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events in partner schools and the wider community. • To actively promote the development of effective subject links with external agencies.
Management of Resources	<ul style="list-style-type: none"> • To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources • To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the school and the students.
Pastoral System	<ul style="list-style-type: none"> • To monitor and support the overall progress and development of students within the curriculum area. • To help monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. • To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description. • To contribute to PSHE, citizenship and enterprise according to school policy. • To assist in the implementation of the Behaviour Management system in the Department so that effective learning can take place.

Teaching	To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Additional Duties	To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
Other Specific Duties:	
<p>You are to carry out the duties of a <u>school teacher</u> as set out in Pay and Conditions Document 1994 and subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Headteacher.</p> <p>To work with the Head of Faculty on raising standards and achievement in Science.</p> <ul style="list-style-type: none"> • To promote actively the school's corporate policies. • To continue personal development as agreed • To actively engage in the staff review and development process. • To undertake any other duty as specified by STPCB not mentioned in the above <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date shown, but in consultation with you, may be changed by the Head of College to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	

Date