The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

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| **Job title** | **Teacher of Science** |
| **Reporting to** | Curriculum Leader/Head of Year |
| **Job Purpose** | * Under the reasonable direction of the Headteacher, to carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
* To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate.
* To monitor and support the overall progress and development of pupils as a teacher/ Learning Tutor.
* To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
* To contribute to raising standards of pupil attainment.
* To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth.
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| **Key responsibilities** | **TEACHING*** To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
* To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
* To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
* To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of pupils.
* To undertake a designated programme of teaching.
* To ensure a high quality learning experience for pupils which meets internal and external quality standards.
* To prepare and update subject materials.
* To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the syllabus.
* To maintain discipline in accordance with the school’s procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
* To undertake assessment of pupils as requested by external examination bodies, departmental and school procedures.
* To mark, grade and give written/verbal and diagnostic feedback as required.

**OPERATIONAL/ STRATEGIC PLANNING*** To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.
* To contribute to the Curriculum Area and department’s development plan and its implementation.
* To plan and prepare courses and lessons.
* To contribute to the whole school’s planning activities.

**CURRICULUM DEVELOPMENT*** To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the school’s Strategic Objectives.

**STAFFING*** To take part in the school’s staff development programme by participating in arrangements for further training and professional development.
* To continue personal development in the relevant areas including subject knowledge and teaching methods.
* To engage actively in the Appraisal Review process.
* To ensure the effective/efficient deployment of classroom support.
* To work as a member of a designated team and to contribute positively to effective working relations within the school.

**QUALITY ASSURANCE*** To help to implement school quality procedures and to adhere to those.
* To contribute to the process of 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.
* To review from time to time methods of teaching and programmes of work.
* To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pupil support functions of the school.

**MANAGEMENT INFORMATION*** To maintain appropriate records and to provide relevant accurate and up-to date information for SIM, registers, etc.
* To complete the relevant documentation to assist in the tracking of pupils.
* To track pupil progress and use information to inform teaching and learning.
* **COMMUNICATIONS & LIAISON**
* To communicate effectively with the parents of pupils as appropriate.
* Where appropriate, to communicate and co-operate with persons or bodies outside the school.
* To follow agreed policies for communications in the school.
* To take part in liaison activities such as parents’ evenings, review days and liaison events with partner schools.
* To contribute to the development of effective subject links with external agencies.
* **MANAGEMENT OF RESOURCES**
* To contribute to the process of the ordering and allocation of equipment and materials.
* 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 staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the pupils.
* **PUPIL SUPPORT SYSTEM**
* To be a Form Tutor to an assigned group of pupils.
* To promote the general progress and well-being of individual pupils and of the Form Tutor Group as a whole.
* To liaise with a Head of Year to ensure the implementation of the school’s Pupil Support System.
* To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
* To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required
* To contribute to the preparation of action plans and progress files and other reports.
* To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved
* To communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff
* To contribute to the PSHE and PDC programmes according to school policy
* To apply the Behaviour Management systems so that effective learning can take place
* **SCHOOL ETHOS**
* To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example
* To support the school in meeting its legal requirements for worship
* To promote actively the school’s corporate policies
* To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate
* Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified

**SIGNATURES**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. This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.**Signed .......................................... Signed ......................................****(Teacher) (Headteacher)****Dated ............................................ Dated .......................................****(Teacher) (Headteacher)** |
| **All employees have the responsibility to:** |
| * Ensure any documentation produced is to a high standard and is in line with the brand style
* Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
* Participate in training and other learning activities as required
* Participate in the Academy’s Performance Management process
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
* Promote the area of responsibility within the Academy and beyond
* Represent the Academy at events as appropriate
* Support and promote the Academy ethos
* Undertake any other duties and responsibilities as required that are covered by the general scope of the post
* Undertake any other reasonable duties at the request of the Chief Executive & Academy Principal, Executive Principal and Headteacher
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The job description will be updated as required in consultation with the post-holder.

Should the successful applicant be a Newly Qualified Teacher, the appointment would, in the first instance, be for a period of 1 year with a review on successful completion of the NQT year.