



# THE ISLAND FREE SCHOOL

## Subject Teacher Job Description

### Science 2<sup>nd</sup> in department

#### Core role (teaching):

- To plan and deliver lessons that raise standards of pupil attainment and achievement, within the subjects taught, in line with national and school expectations.
- To support the school in the delivery of its Extra-Curricular and Religious Education programmes.
- To attend all calendared open days and parents evening.
- To be responsible for the behaviour management of all pupils in all classes taught, both as part of the curricular and extra curricular timetable.
- To take full responsibility for the mentoring of a small group (12/13 pupils) of pupils in the school. Meeting with staff and parents to discuss academic and pastoral progress and supporting each child to the best of your ability.
- To be accountable for the progress and attainment of all pupils within timetabled classes.
- To develop and enhance your own teaching practice
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils in your classes, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headmaster
- To be accountable for supporting the development of identified subject/curriculum area

#### Other Specific Duties:

- To play a full part in the life of the school community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and pupils to follow this example.
- To continue personal professional development as agreed.
- To engage actively in the performance review process.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by the Headmaster or other senior leader not mentioned in the above.

#### Leadership responsibilities :

- To support the Head of Department in developing and delivering the science curriculum.
- To support the Head of Department in line managing and developing teaching in the department.
- To take on line management responsibilities, based on experience, in both science and computer science



# THE ISLAND FREE SCHOOL

## **To support the Head of Department in ensuring all staff :**

### **Teaching**

- Utilise syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in identified subject
- Deliver day-to-day course provision within the subject area including effective deployment of staff and physical resources.
- Actively monitor and follow up pupil progress
- Implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety
- In conjunction with the ICT technician, utilise the application of ICT in the Subject
- Ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager

### **Curriculum**

- Deliver an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.
- Are accountable for the development and delivery of the Subject
- Keep up to date with and respond to national developments in the subject area and teaching practice and methodology.

## **And to support the Head of Department in :**

### **Quality Assurance:**

- Establishing the process of the setting of targets for the subject and to work towards their achievement.
- Contributing to the school procedures for lesson observation.
- Implementing modification and improvement where required.
- Producing an annual examinations analysis and department review as part of the school's self-evaluation cycle.

### **Management Information:**

- Ensuring the maintenance of accurate and up-to-date information concerning the department on the management information system.
- Analysing and evaluate, with the department, performance data provided and take appropriate action in response.
- Keeping up to date monitoring using the school pupil performance monitoring spread-sheets



# THE ISLAND FREE SCHOOL

**And to ensure that they are individually responsible for:**

**Pastoral System:**

- Being familiar with the School's Child Protection Policy and to report concerns to the designated Child Protection Officer.
- Ensuring the Behaviour Management system is implemented
- Monitoring pupil attendance together with pupils' progress and performance, with the class teacher, in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- Acting as a Form Tutor / Mentor and to carry out the duties associated with that role as outlined in the generic job description.
- Contributing to PSHEE, citizenship, Religious education and other cross-curricular issues according to school policy.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. As explained in interview there is an expectation that all staff will undertake such duties as directed to ensure the smooth running of the school.

Employees will be expected to comply with any reasonable request from a manager to undertake work that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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 shown, but, in consultation with you, may be changed by the Headmaster to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed.....

Job Holder.....

Dated.....