

**Job Description**

**SECONDARY SCIENCE TEACHER**

**Location:** Beech Lodge School, Maidenhead

**Contract type:** Permanent Full Time

**Salary:** Dependent on experience

**Start date:** September 2020

**Responsible to:** Assistant Headteacher Teaching and Learning, Headteacher

We are looking to recruit an experienced Science Teacher to join our team of dynamic, compassionate, innovative and inspiring people who all share the same vision for the success of our children.

The successful candidate will be passionate about their subject, can work on their own initiative, are well-informed, inquisitive and imaginative. We will give them autonomy and freedom to run their classes whilst being supported by strong and encouraging leadership. Life at Beech Lodge is about working together and enjoying being part of a close-knit, professional and good-humoured team.

**AREAS OF RESPONSIBILITY AND KEY TASKS**

* Responsibility for developing our Science provision across Key Stages 3 and 4
* Delivering high quality and dynamic subject teaching across agreed Key Stage 3 and 4 classes to include GCSE Science (individual awards) and BTEC Level 1/2
* Possibility of teaching a second curriculum area – ICT eg BCT Level 1/2 Awards
* Preparing and delivering lessons to a range of classes of different ages and abilities
* Researching new topic areas, maintaining up-to-date subject knowledge, and devising and writing new curriculum materials
* Plan, prepare and implement appropriate teaching programmes for the classes within the school’s curriculum framework including opportunities for appropriate inclusion, and taking into account individual needs and targets
* Marking, assessing, recording and reporting on the development, progress and attainment of pupils, including personal and social needs of pupils
* Selecting and using a range of different learning resources
* Preparing pupils for qualifications and external examinations
* Maintaining a well-organised learning environment that promotes autonomous learning and reflects care and concern for the presentation of children’s work
* Managing pupil behaviour in the classroom and on school premises, and in line with the school’s behaviour policy
* Managing the school’s Science Budget
* Planning and running Science trips
* Undertaking pastoral duties, such as potentially taking on the role of form tutor, and supporting pupils on an individual basis through academic or personal difficulties
* Participating in meetings relating to pupils, curriculum and organisation of the school
* Communicating with parents and carers over pupils' progress and participating in departmental meetings, parents' evenings and whole school training events
* Liaising with other professionals, such as learning mentors, careers advisers, educational psychologists and education welfare officers
* Supervising and supporting the work of teaching assistants and trainee teachers
* Participating in regular in-service training (INSET) as part of continuing professional development (CPD)
* Be responsible for ensuring that all Safeguarding and related policies are adhered to and concerns are raised in accordance with these policies
* Maintain wellbeing and safety among the pupils, safeguarding their health and safety both on the school premises and during off-site activities and ensuring an appropriately high-level of welfare provision for a group of children.
* Communicate effectively with parents and promote home school partnerships
* Taking appropriate responsibility for one’s own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager
* Perform in accordance with any directions which may reasonably be given to them by the Headteacher and Assistant Head from time to time, such as particular duties as may be reasonably assigned

**In addition to the above, all members of staff are expected to:**

* Act as a member of the school team in general school life.
* Attend meetings, parent’s evenings, open mornings and other functions as appropriate
* Accept a measure of administrative responsibility
* Ensure that personal behaviour, dress, appearance and time keeping is commensurate with the high standards expected of all members of the school community.

**PERSON SPECIFICATION**

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

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| **Knowledge and Experience** | |
| **Essential** | Strong academic achievements |
| **Essential** | Outstanding specialist subject knowledge in Science |
| **Essential** | Taught Science GCSE. Able to teach Science at KS3 and KS4 |
| **Desirable** | Experience teaching SEN pupils including those with social & emotional difficulties and specific learning difficulties |

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| **Skills and Attributes** | |
| **Essential** | Self-motivated, compassionate and highly dedicated. |
| **Essential** | Demonstrates a real passion for teaching and the characteristics of outstanding teaching practice |
| **Essential** | Able to inspire pupils in their subject |
| **Essential** | Excellent communication skills with ability to connect with pupils, parents and colleagues |
| **Essential** | Effective in planning and prioritising workload |
| **Essential** | A willingness to engage in the whole life of the school and an ability to offer skills in some part of the co-curricular programme of the School |
| **Essential** | A commitment to the ethos of the School and its pastoral approach. |

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| **Qualifications** | |
| **Essential** | A good Honours degree relevant to the teaching aspects of the role |
| **Essential** | Qualified Teacher Status with recognised teaching qualification such as PGCE. |
| **Desirable** | Full clean driving licence |

Please note that this Job Description is not exhaustive, and the employee may be expected to undertake additional duties if required.

**APPLYING FOR THE ROLE**

**Closing date for applications:**  12 noon on Friday 3rd April

**Interviews:**  On receipt of applications

Applications must be submitted by School employment Application Form which can be downloaded from our website “Vacancies” page: [www.beechlodgeschool.co.uk/vacancies](http://www.beechlodgeschool.co.uk/vacancies)

This should be submitted with your letter of application by email to [sradford@beechlodgeschool.co.uk](mailto:sradford@beechlodgeschool.co.uk)

**Contact for questions about the application process should be addressed to:**

Sarah Radford, Beech Lodge School, Stubbings Lane, Maidenhead SL6 6QL Tel: 01628 879384

For further information about the role, please contact Karen McIlfatrick (Assistant Head Teaching & Learning) at [kmcilfatrick@beechlodgeschool.co.uk](mailto:kmcilfatrick@beechlodgeschool.co.uk)

**Beech Lodge is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**