

# Job Description

Post Holder

Salary / MPR / UPR  
Scale

Post title            **Teacher of Science**

Accountable to:    **Executive Headteacher**

<b>Purpose:</b>	To provide high quality teaching and learning opportunities that encourages, supports and enables students to be successful learners. To communicate effectively with parents and other stakeholders in order to enhance students development and achievement. <b>To fulfil and meet the responsibilities and duties as set out in the Teachers' Standards (2012).</b> <b>To fulfil and meet the responsibilities set out for teachers in the current DfE 'Keeping Children Safe in Education' and current DfE 'The Prevent duty'.</b>
<b>Reporting to:</b>	Subject Leader
<b>Liaising with:</b>	Executive and Associate Headteachers, Leadership team, Teaching and support staff & parents.
<b>Disclosure level:</b>	Enhanced
<b>MAIN CORE DUTIES</b>	
<b>Planning Operational/ Strategic</b>	Using departmental schemes of work, plan teaching to achieve progression in students' learning; Provide clear structures for lessons which maintain pace, motivation, differentiation and challenge for all students and their individual abilities meeting the needs of all learners; Ensure effective use of assessment information in planning future lessons; Plan opportunities to contribute to students' personal, spiritual, moral, social and cultural development; Ensure coverage of the relevant examination syllabuses and, where applicable, the National Curriculum programmes of study;
<b>Curriculum Provision and Development</b>	Contribute to the development of appropriate schemes of work and preparation of teaching materials at both Key Stage 3 and Key Stage 4; Contribute to the development of the department's and school's annual improvement plan.
<b>Monitoring, assessing, recording, reporting and accountability</b>	Assess how well students have achieved learning objectives and use this assessment to improve specific aspects of teaching; Set, mark and monitor students' classwork and homework in line with school policy and practice, providing constructive oral and written feedback and set targets for students' progress, according to the school's assessment policy and practice; Assess and record each student's progress systematically, <b>retaining assessment and homework records for at least three years;</b> Implement statutory and school-based assessment and reporting requirements; Recognise the level at which a student is achieving and, where applicable, assess students against National Curriculum attainment targets; Use relevant data to set clear targets for students' achievement; Monitor & track individual students' progress and employ strategies for intervention at class or department level in liaison with Subject Leader, where they are underachieving and not reaching their target levels/grades.

<b>Staff development</b>	<p>Take responsibility for personal professional development and keep up to date with research and developments in relevant subjects;</p> <p>To engage actively in the Performance Management Review process.</p> <p>To work as a member of designated teams and contribute positively to effective working relations within the school.</p>
<b>Management information:</b>	<p>To produce reports on students' progress and performance through the school self review system, and provide the Executive Headteacher, Associate Headteacher, Leadership team and Governing body with this information.</p>
<b>Pastoral System:</b>	<p>To act as a form tutor and to carry out the duties associated with that role as outlined in the generic job description for teachers.</p> <p>To contribute to students' personal development and citizenship according to school policy. To ensure that the school's behaviour for learning policy &amp; practice is implemented and embedded in practice so that effective learning can take place including the school's zero tolerance approach. Ensure positive praise is given and the school's praise and achievement recognition practice (house points) is applied.</p> <p>To support, develop and promote students positive wellbeing.</p> <p>To alert the Year Leader to any welfare concerns of a student or tutee.</p>
<b>Teaching and Learning</b>	<p>Teach the subject/s identified in the post title in this job description as required;</p> <p>Set high expectations for students' work and behaviour; and ensure the school's policy and practice for behaviour management is followed including the zero tolerance practice;</p> <p>Establish and maintain a purposeful working atmosphere;</p> <p>Using the school's behaviour management system, maintain a high standard of discipline;</p> <p>Establish a safe environment which supports learning;</p> <p>Use teaching methods which sustain the momentum of students' work and keep all students engaged in purposeful learning;</p> <p>Ensure effective teaching so that learning objectives are clear and shared with students;</p> <p>Ensure effective and timely verbal and written feedback to students to assist their progress;</p> <p>To ensure the school and department's marking and assessment policies and practices are followed;</p> <p>Ensure work is differentiated for all students in order to meet their individual needs and to provide appropriate and realistic challenges;</p> <p>Contribute to students' opportunities and enrichment within the department and across the school;</p> <p>Ensure effective management of time and resources;</p> <p>Monitor and intervene when teaching to ensure effective learning takes place;</p> <p>Be familiar with the Special Needs Code of Practice and take account of EHCPs and individual education plans for students when planning lessons, ensuring differentiation and keeping appropriate related records;</p> <p>Ensure that students acquire and consolidate knowledge, skills and understanding in the subject;</p> <p>Participate in the evaluation of teaching at departmental and individual level in order to improve effectiveness.</p>
<b>Other specific duties and additional responsibilities</b>	<p>To play a full part in the life of the school community, to support its vision and ethos and to encourage and ensure staff and students follow this example. To actively engage in the performance management process and continue personal development. To undertake any other duty as specified by STPCD and not mentioned above. To undertake any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Once having crossed the Threshold: To make a substantial and sustained contribution to the work of the school as agreed with the Executive Headteacher.</p>

<b>Intellectual Property Rights</b>	All work in the form of curriculum resources and SOW and any other materials produced for students or staff whilst an employee at Hounslow, remains within the ownership of the school. As such the school can determine whether this work is shared with others outside of the school. Upon leaving a copy of the work and materials should and must be left within the school (electronically or hard copy).
<b>Additional Responsibility</b>	Undertake a lunchtime duty at least one a week and be financially remunerated for this role.
<b>Child Safety</b>	<p>We are committed to safeguarding and protecting the welfare of children and young people and expect all staff and volunteers to share this commitment. To ensure that the school's Safeguarding &amp; Restraint Policy and practice is adhered to at all times;</p> <p>To be responsible for implementing and embedding the school's safeguarding policy &amp; practice, alerting the appropriate colleagues or school's Designated Safeguarding Lead to welfare and safeguarding concerns.</p> <p>All staff have a duty of care to disclose personal information that might affect the risk of harm to children and those within our care. Therefore we request that staff notify the Executive Headteacher in writing confidentially of any relationship that they may have with an individual who is on the sex offender register. This will allow the Executive Headteacher the opportunity to risk assess the situation. These matters will be dealt with in the utmost confidence. Failure to disclose could lead to action under the school's Disciplinary Policy and Practice.</p>
<b>Health &amp; Safety</b>	<p>To be responsible for following the school's Health &amp; Safety policy and practice, alerting the appropriate school staff to areas of concerns;</p> <p>To be responsible for completing health &amp; safety training as required;</p> <p>To be responsible for the annual completion of your classroom's risk assessment.</p>

October 2017

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **PERSON SPECIFICATION**

The successful candidate is likely to be a person who:

- Is a talented and successful classroom practitioner committed to raising achievement;
- Is a Science graduate who is aware of current developments in the teaching of Science in secondary schools;
- Has knowledge, experience and/or an interest in Science;
- Has good inter-personal and communication skills;
- Is keen to initiate and innovate;
- Is a completer and finisher who meets deadlines;
- Has the drive and commitment to motivate students;
- Has high standards and expectations of students and themselves;
- Has a commitment to raising standards of achievement in Science;
- Is aware of the contribution Science makes to the development of the whole child;
- Will be able to make a contribution to the wider education of students at the school;
- Is a confident user, both in the classroom and for administration, of a range of ICT applications.

<b>Selection Criteria for Post of: Teacher of Science</b>	
<b>Qualifications</b>  Qualified Teacher Status  Degree or equivalent academic qualification	
<b>Experience</b>  Subject knowledge including assessment  Teaching ability – successful teaching or teaching practice at secondary level, with a commitment to high quality teaching and willingness to share good practice  Proven experience of impact in the classroom  Evidence of appropriate professional development	
<b>Skills and Abilities</b>  Excellent organisational skills and classroom management  Ability to plan and teach lessons effectively, so that they are interesting, challenging and enjoyable  Ability to motivate and inspire students to want to learn  Ability to collaborate positively with colleagues and work towards common goals as a team member  Knowledge of current issues in the teaching of the specialist subject  Awareness of whole school curriculum and assessment issues  Ability to manage students firmly, fairly and effectively – good behaviour management  Excellent oral and written skills	
Commitment to Equal Opportunities  Excellent ICT skills  Commitment to raising levels of achievement  Good personal presentation – a professional style of dress is expected  Excellent attendance and punctuality	

Understanding of Safeguarding practice and DFE requirements	
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