



JOB DESCRIPTION & PERSON SPECIFICATION

Lead Teacher of Physics

BOW SCHOOL

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PERSON SPECIFICATION

Attributes	Criteria
	<ul style="list-style-type: none"> Recent successful teaching in the 11-18 age range
	<ul style="list-style-type: none"> Evidence of students making higher than average progress, resulting in high attainment at KS4 and KS5 in Physics
	<ul style="list-style-type: none"> Participation in whole school improvement
Education and Training	<ul style="list-style-type: none"> Qualified Teacher Status
	<ul style="list-style-type: none"> Academic qualification to degree level or above in a relevant subject
	<ul style="list-style-type: none"> Recent and relevant in service training
Special Knowledge & Skills	<ul style="list-style-type: none"> Working knowledge of the Physics curriculum, issues and developments and an interest in, and innovative approach to, curriculum development
	<ul style="list-style-type: none"> Strong interpersonal, written and communication skills
	<ul style="list-style-type: none"> Energy, enthusiasm, flexibility and resilience
	<ul style="list-style-type: none"> Excellent information and communication technology skills
	<ul style="list-style-type: none"> Knowledge and understanding of how an equalities and diversity policy can operate in a school
Additional Factors	<ul style="list-style-type: none"> Understanding of what outstanding teaching practice looks like and how to implement effective strategies to improve learning for all students

Attributes	Criteria
	<ul style="list-style-type: none"> Willingness to seek out and coordinate project work with outside agencies and community partners.
	<ul style="list-style-type: none"> Experience of work with other departments on agreed cross curricular projects.
	<ul style="list-style-type: none"> Potential for future leadership positions

WE ARE COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF OUR STUDENTS. THIS POST IS SUBJECT TO AN ENHANCED DISCLOSURE AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED AND WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

JOB DESCRIPTION

Post Title:	Lead Teacher of Physics
Purpose:	<ol style="list-style-type: none"> 1. To provide professional leadership and management of a curriculum area of the school. 2. To ensure provision of an appropriate curriculum for students studying in Physics, in accordance with the national curriculum, aims of the school and curriculum policies 3. To provide a vision by achieving a commitment to a set of values, and guiding and inspiring colleagues in order to secure high quality teaching, effective use of resources and improvement in standards of learning and achievement for all students. 4. To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. 5. To develop and enhance the teaching practice of others. 6. To monitor and support the overall progress and development of students within the subject area and as form tutor. 7. To develop and encourage Physics in its widest context beyond the normal school day.
Reporting to:	Associate Assistant Headteacher for Science
Responsible for:	<p>Carrying out the professional duties set out in the Teachers' Pay and Conditions Document as directed by the Headteacher within the context of the job description set out below in a satisfactory manner.</p> <p>All teaching and support staff attached to the Physics Department.</p>
Duties:	<p>To teach Physics (and general Science) at Key Stage 3, 4 and 5.</p> <p>To have pastoral oversight of a specific tutor group.</p> <p>To be responsible for the leadership, management and organisation of Physics within the Science department.</p>
Liaising with:	Associate Assistant Headteacher for Science, Lead teachers of Chemistry and Biology, Senior Leadership Team, relevant support staff, LA representatives, external partners and parents
Salary Grade:	TLR 2b

Lead Teacher

The Lead Teacher is responsible for making clear and effective decisions about: planning, implementing and evaluating the curriculum; leading and managing teaching and support staff; and organising departmental resources. S/he has overall responsibility for the standard of the student's work and behaviour in the subject area, including the planning of intervention work as appropriate.

Key Duties and Responsibilities

1. Development Planning

The Lead Teacher must demonstrate the ability to establish aims and direction for the Physics within the Science department based on the school's aims and policies, including:

- 1.1 To assist the Associate Assistant Headteacher for Science in the construction of the Area Transformation Plan defining short, medium and long term goals taking into account the School Transformation Plan, national and local developments and priorities.
- 1.2 To ensure the implementation, monitoring and evaluation of the Transformation Plan.
- 1.3 To prepare the Department for Ofsted inspections and any other audits/inspections.

2. Curriculum

- 2.1 To ensure that Physics schemes of work in the Department are in place which satisfy statutory requirements and are compatible with the school's aims, policies and ethos.
- 2.2 To monitor and evaluate Physics schemes of work and modify them in the light of new attitudes and approaches, changed examination syllabi or altered school or national policies.
- 2.3 In liaison with the SENDCO and the EAL Lead Teacher, to ensure that schemes of work are differentiated to meet the needs of individual students and to ensure the grouping of students is achieved in line with the school policy on banding and setting.
- 2.4 To ensure that all Physics schemes of work show continuity and progression in:
 - (a) curriculum objectives and content
 - (b) the development of cross curricular skills
 - (c) teaching and learning strategies
 - (d) the role of the student in assessment
- 2.5 To ensure that Physics schemes of work build on skills, attitudes, knowledge and concepts developed in the primary school and progress through to post-18.
- 2.6 To assist in the development of cross-curricular themes, skills and dimensions.
- 2.7 To promote teaching and learning strategies within the Science Department which stimulate student interest and involvement in learning and which meet the needs of individual learners, drawing on good practice in other departments.
- 2.8 To evaluate educational resources and acquire a range of those which:
 - (a) motivate and interest students
 - (b) meet National Curriculum and syllabus requirements
 - (c) support the school policy statement on equal opportunities
 - (d) are relevant to the needs of the students and society

(e) assist in the development of a range of cross-curricular skills, themes and dimensions.

- 2.9 To maintain constant awareness of developments in Physics and bring these to the attention of the Associate Assistant Headteacher and the Headteacher.
- 2.10 To evaluate the suitability of courses offered by the different examination boards and choose those which meet the needs and aspirations of the students.
- 2.11 To ensure the arrangements of educational visits which aim to support curriculum objectives.
- 2.12 To ensure that Departmental accommodation/environment promotes the curriculum values and ethos of the Department.
- 2.13 To monitor assessment procedures compatible with the school policy and statutory requirements.
- 2.14 To liaise with other Subject Leaders and members of the senior team over the whole school curriculum planning.

3. Students

The Lead Teacher should demonstrate the ability to set in place and maintain strategies:

- 3.1 To establish and maintain high levels of expectations in students.
- 3.2 To ensure that the school guidelines on behaviour, presentation of work and completion of homework are implemented.
- 3.3 To establish procedures for the assessment and recording of student progress in line with school and national policy; to ensure that student records are passed from year to year.
- 3.4 To organise teaching groups into sets where appropriate.
- 3.5 To ensure that students are trained in the safe use of equipment.
- 3.6 To ensure that students and their parents are provided with information and guidance about courses offered by the department at KS4 and KS5.
- 3.7 To ensure the completion of reports and Individual Action Plans.
- 3.8 To ensure liaison with the pastoral and learning support staff over individual student needs.
- 3.9 To promote the use of displays of students' work.
- 3.10 To monitor attendance and punctuality and ensure that students use their Planners.

4. Human Resource Management

The Lead Teacher should demonstrate the ability to lead, motivate and get the best out of others:

- 4.1 To assist with recruitment and appointments.
- 4.2 To delegate appropriate responsibilities and duties to members of the Department, where applicable.
- 4.3 To make arrangements for the induction of newly appointed teachers and School Direct Trainees; to provide a full programme of guidance and support for early career teachers and those returning to teaching; to prepare reports on new staff.
- 4.4 To liaise with the Associate Assistant Headteacher in promoting the professional development of teachers within the Department. To identify strengths and weaknesses of staff and take appropriate actions to encourage high morale. To

bring to the attention of the Associate Assistant Headteacher areas of concern in the professional capability and competency of teaching and non-teaching staff.

- 4.5 To assist the Associate Assistant Headteacher in implementing school procedures for the monitoring and evaluation of the work of teachers in the Department. To ensure that lesson plans are prepared, schemes of work are followed, student work is assessed and the Arbor system is used by staff.
- 4.6 To work with the Associate Assistant Headteacher to establish structures for Departmental consultation, communication and evaluation. To assist the Associate Assistant Headteacher to organise work for absent staff, ensuring that suitable work is set and resourced.
- 4.7 To assist in deployment of support teaching staff.
- 4.8 To work with the Associate Assistant Headteacher to engender a common sense of purpose, shared vision and sense of mission within the Department.
- 4.9

5. Support Staff (where applicable)

- 5.1 To assist the Associate Assistant Headteacher with recruitment and appointment.
- 5.2 To assist the Associate Assistant Headteacher to develop an induction programme for new members of support staff within the department.
- 5.3

6. Resources & Accommodation

To ensure that resources within the Department are relevant to Physics curriculum needs and are well maintained:

- 6.1 To assist the Associate Assistant Headteacher to ensure that the Science learning environment is enhanced and that:
 - (a) teaching areas are left tidy and clean;
 - (b) furniture and fittings are kept in good condition;
 - (c) student work is regularly displayed within and outside the classroom.
- 6.2 To advise the Associate Assistant Headteacher around the purchase, maintenance and allocation of Physics resources for the Department.
- 6.3 To ensure that any Physics stock books are accurately maintained within the Department.
- 6.4

7. Examinations

To assist the Associate Assistant Headteacher to ensure the economical, efficient and effective involvement of the Department in external and internal examinations:

- 7.1 To liaise with and arrange the visit of external moderators.
- 7.2 To monitor examination results for Physics and prepare a report for the Associate Assistant Headteacher to present to the Headteacher.
- 7.3 To see to the implementation of the school's assessment policy within the Department.
- 7.4 To prepare internal examination question papers for Physics in consultation with other members of the Department.

8. The Community

- 8.1 To ensure effective dialogue with parents in accordance with school policies.
- 8.2 To maintain a dialogue with the support services and advisory staff.
- 8.3 To assist in the induction of students at all levels of entry into the school.
- 8.4 To contribute to reports to Governors when required.
- 8.5 To promote those links with the local community which enhance curriculum provision.
- 8.6 To actively seek out ways in which the community can be involved in the school through the subject.
- 8.7 To liaise with external agencies as necessary.

9. Extra Curricular Activities

- 9.1 To promote the provision of extra-curricular activities in the Department
- 9.2 To ensure that there is at least one major event each year to promote Physics

Other Specific Duties

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.

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.

The postholder will be required to demonstrate a continual positive commitment to the school's policies including those relating to safeguarding children, health & safety, and equal opportunities.

This job description is current at the date shown, but in consultation with you, may be changed by the head teacher to reflect or anticipate changes to the job commensurate with the grade and job title.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher