



JOB DESCRIPTION

ALL TEACHING STAFF

1. As a member of staff

Under the guidance and direction of the Headteacher, Associate Headteacher or Deputy Headteacher to:

- carry out the professional duties of a schoolteacher
- carry out a share of supervisory duties in accordance with published rotas
- participate in appropriate meetings with colleagues and parents/carers
- implement whole school and Authority policies

2. As a member of department

Under the guidance and direction of the Head of Department, to:

- plan and prepare courses and lessons
- teach the pupils in assigned groups/classes, including the setting, marking, assessing and recording of work carried out by pupils in school and elsewhere
- write reports and profiles as required, including the National Record of Achievement
- communicate with parents/carers re pupils' progress
- participate in arrangements for professional development
- prepare courses of study, teaching materials and training programmes
- maintain positive behaviour among pupils and safeguard their health and safety, both in school and in authorised school activities elsewhere
- participate in meetings relating to curriculum, administration or organisation
- adhere to the school's policy and practice re. cover
- participate in public and internal examination arrangements
- register the attendance of pupils following school guidance
- be responsible for maintaining learning environments with regard to health and safety, good order, appearance and display
- follow the procedures outlined in the Staff Handbook

3. As a member of a House or Year team

(Coaches and Tutors or attached staff)

Under the Guidance and direction of the Head of House (Years 7 – 11) or Head of Year (6th form), to:

- get to know the pupils well
- get to know families well through regular contact, sharing successes and participating in Meet Your Coach / Tutor days.
- plan sessions, reading through guidance notes in advance
- develop skills in facilitating a coaching circle
- promote high standards of work, behaviour, attendance and punctuality from members of the Coaching / Tutor Group
- keep an accurate and up-to-date register following school guidance re. attendance and punctuality
- write reports as required
- prepare initial drafts for references, testimonials and reports to outside agencies, as appropriate
- teach the CPSHE programme as required
- attend assemblies with the group and supervise their arrival, behaviour and departure
- participate in Head of House / Head of Year meetings



MORPETH SCHOOL

TEACHER OF SCIENCE

Selection Criteria

Please address these criteria in your application form and interview

1. Qualified teacher of Science.
2. The ability to communicate both orally and in writing as required under the Job Description.
3. To be an effective teacher who is up to date with the best of new and old techniques.
4. The ability to maintain an appropriate record keeping system with particular reference to the requirements of the National Curriculum.
5. A thorough knowledge of present curriculum developments, particularly those relating to Science.
6. Knowledge of school and authority policies and the ability to implement them.
7. A good record of attendance and punctuality.
8. Commitment to the protection and safeguarding of children and young people.