



1. TITLE GRADE AND POST

- Head of Physics – KS5
- Salary: MPS or UPS with TLR 2B

2. PURPOSE OF POST

- To promote the religious ethos of the school by nurturing the Catholic faith of all pupils and by preparing them for adult life.
- To provide leadership and management of the KS5 Physics provision
- To carry out such other associated duties as may be assigned by the Head of Science in accordance with the values expressed in the School Mission Statement:

‘Our school strives to be a Catholic community in which Christian principles of care and respect are valued, with emphasis on the development of the individual through academic achievement and personal development.’

This post's terms of employment are governed by the Schoolteachers' Pay and Conditions Document (STPCD) 2024. The post is also subject to the standard Conditions of Service for Schoolteachers in England and Wales and any specific terms in the individual contract signed between the postholder and the school's Governing Body.

3. ACCOUNTABILITIES AND RELATIONSHIPS

The postholder is responsible for carrying out their professional duties in accordance with all school policies and procedures and under the reasonable direction of the Head of Science.

The postholder is responsible:

- To the Head of Science for the co-ordination of departmental policies and schemes and programmes of work
- Through the Heads of Year and Pastoral Director to the Head of Science for all pastoral matters
- The postholder is also responsible for establishing and maintaining professional relationships with colleagues in order to further the aims of the school,



particularly with regard to enhancing the quality of learning and teaching in the school.

4. KEY TASKS

4.1 Learning and Teaching

- Advising members of the KS5 Physics team on teaching approaches, the selection of materials and classroom management
- Organising the KS5 syllabus, the marking of coursework, the co-ordination of practical assessments, liaising with exam board moderators
- Organising school examinations for KS5 Physics
- Ensuring that assessment is carried out in accordance with national curriculum and school requirements
- Ensuring that the KS5 Physics provision implements the school's equal opportunities and special needs policies

4.2 Management of Pupils

- Discussing with the KS5 Physics team the distribution of classes and recommending these to the Head of Science
- Accepting responsibility for the conduct and behaviour of pupils within the KS5 Physics lessons and helping members of the KS5 Physics team when there are problems
- Liaising with Form Tutors and Heads of Year regarding specific pupils should the need arise
- Liaising with parents when a pupils gives cause for concern or praise through his or her work or behaviour

4.3 Management of Staff

- Devising and maintaining statements of areas of responsibility within the KS5 Physics provision
- Overseeing planning, records of work, assessment and evaluation
- Contributing to the professional development of members of staff, including the co-ordination, planning and leading of in-service training within the KS5 Physics provision



- Encouraging members of the KS5 Physics staff to keep abreast of recent developments in the subject area

4.4 Resource Management

- Creating a stimulating learning environment in the KS5 Physics provision by use of equipment and resources
- Assessing the resource requirements of the KS5 Physics provision

5. PROFESSIONAL DUTIES

The professional duties of a teacher with a post of responsibility are set out below:

5.1 Teaching

In accordance with school and departmental curriculum policies:

- Planning and preparing courses and lessons at Key Stages 3 and 4
- Teaching, according to their educational needs, assigned pupil, including the setting and marking of work to be carried out by the pupil in school and elsewhere
- Assessing, recording and reporting on the development, progress and attainment of pupils

5.2 Other Activities

- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned
- Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports
- Making records of and reports on the personal and social needs of pupils
- Communicating and consulting with parents of pupils
- Communicating and co-operating with persons or bodies outside the school
- Participating in meetings arranged for any of the purposes described above



5.3 Assessments and Reports

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils

5.4 Performance Management

- Participating in the school's performance management process

5.5 Review: Further Training and Development

- Reviewing from time to time their methods of teaching and programmes of work
- Participating in arrangements for further training and professional development as a teacher

5.6 Educational Methods

- Advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements

5.7 Discipline, Health and Safety

- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere

5.8 Staff Meetings

- Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements

5.9 Cover

- Supervising and so far as is practicable teaching any pupils whose teacher is not available to teach them, subject to the school's policy on cover
- Ensuring that classes are provided with appropriate and challenging cover work when a teacher is absent

5.10 Public Examinations



- Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations

6 MANAGEMENT

- Contributing to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of trainee teachers.
- Co-ordinating or managing the work of other teachers
- Taking part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

7 ADMINISTRATION

- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials
- Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions