



Post title	TEACHER OF SCIENCE
Reporting to	Head of Faculty
Working Time	195 days per year, full time
Salary/Grade	MPS 1-6 or UPS 1-3

PURPOSE OF THE POST

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a teacher/form tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- Promote the achievement of high standards through effective teaching and learning, preparation, evaluation and action planning.
- To contribute to raising standards of student attainment.
- To share and support the Academy's responsibility to provide and monitor opportunities for personal and academic growth.

Responsible for	The provision of a full learning experience and support for students.
Liaising with	Principal, senior leaders, Head of Faculty, teaching/support staff, local authority representatives, external agencies and parents/carers.

MAIN (CORE) DUTIES

Operational/ strategic planning	<ul style="list-style-type: none"> • To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department. • To contribute to the curriculum area and department's development plan and its implementation. • To plan and prepare courses and lessons. • Take into account and review prior attainment when planning and teaching lessons. • To contribute to planning activities across the Academy. • Being accountable and responsible for effective classroom management and student progression
Curriculum provision	<ul style="list-style-type: none"> • To assist the Head of Faculty and senior leaders in ensuring that the curriculum area provides a range of teaching that complements the Academy's strategic objectives.
Curriculum development	<ul style="list-style-type: none"> • To assist in the process of curriculum development and change to ensure its continued relevance to the needs of students, examining and awarding bodies, and the Academy's Mission and Strategic Objectives.
Professional development	<ul style="list-style-type: none"> • To take part in the Academy's staff development programme by participating in arrangements for further training and professional development. • To continue personal development in relevant areas including subject knowledge and teaching methods. • Developing and sustaining knowledge of current educational practices. • To engage actively in the Performance Management process.

Working with other staff	<ul style="list-style-type: none"> • To ensure the effective/efficient deployment of classroom support. • To work as a member of a designated team and to contribute positively to effective working relations within the school. • To work in conjunction with the line manager and Principal to ensure best possible potential outcome for each individual student.
Quality assurance	<ul style="list-style-type: none"> • To help to implement Academy quality procedures and to adhere to those. • To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed procedures, including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required. • To review, from time to time, methods of teaching and programmes of work. • To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
Management information	<ul style="list-style-type: none"> • To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers etc. • To complete the relevant documentation to assist in the tracking of students. • To keep appropriate records of student's progress and attainment for use in planning and reporting accordingly to parents. To use this information to inform teaching and learning.
Communications	<ul style="list-style-type: none"> • To communicate effectively with the parents of students as appropriate. • Where appropriate, to communicate and co-operate with persons or bodies outside the Academy. • To follow agreed policies for communications.
Liaison	<ul style="list-style-type: none"> • To take part in activities such as open evenings, parents evenings, review days and liaison events with partner schools. • To contribute to the development of effective links with external agencies.
Management of resources	<ul style="list-style-type: none"> • To contribute to the ordering and allocation of equipment and materials. • To assist the Head of Faculty to identify resource needs and to contribute to the efficient/effective use of physical resources. • To co-operate with other staff to ensure effective usage of resources to the benefit of the Academy, department and the students. • To comply with the financial, health & safety, and HR processes and procedures of the Academy.
Pastoral responsibilities	<ul style="list-style-type: none"> • To be a form tutor to an assigned group of students. • To promote the general progress and well-being of individual students and of the form tutor group as a whole. • To liaise with the relevant Head of Year/Key Stage Leader to ensure the implementation of the Academy's pastoral and progress tracking system. • To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in Academy life. • To evaluate and monitor the progress of students and keep up to date student records as may be required. • To contribute to the preparation of Action Plans, progress files and other reports. • To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. • To communicate as appropriate with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff. • To contribute to PSHE, citizenship and enterprise according to Academy policy. • To apply and promote consistent and fair use of the behaviour policy within the classroom and the academy environment so that effective learning can take place.

Additional duties	<ul style="list-style-type: none"> • To play a part in the life of the school community, to support its distinctive mission and ethos and treat all users of the school and its facilities with courtesy and consideration. • Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
Other specific duties	<ul style="list-style-type: none"> • To engage actively in the performance review process. • In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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

Date completed	September 2021
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	Essential	Desirable	Evidence
QUALIFICATIONS			
Educated to Degree Standard	✓		AF
Qualified Teacher Status	✓		AF
Evidence of further professional development		✓	AF, I + REFS
RELEVANT EXPERIENCE			
Successful experience of teaching in a Secondary school	✓		AF, I + REFS
Experience of teaching the National Curriculum in your subject to Key Stage 3 & 4	✓		AF, I + REFS
An experienced Practitioner	✓		AF, I + REFS
An awareness of whole school issues/initiatives and involvement in these		✓	AF, I + REFS
PROFESSIONAL KNOWLEDGE/UNDERSTANDING			
Familiarity with current educational initiatives and developments	✓		AF + I
Knowledge of examination syllabus requirements in specialist subject at KS4		✓	AF, I + REFS
An understanding of the strategies required to promote learning across the ability range	✓		AF + I
An understanding of the processes and techniques required to assess, record and report students' learning effectively	✓		AF + I
Able to develop best practice through a wide range of imaginative approaches		✓	AF, I + REFS
An ability to work as a member of a team to promote coherent and agreed policies and practices	✓		AF, I + REFS
Understanding of how to use data to inform planning and improve students' performance	✓		AF + I
Understanding of a range of assessment for learning approaches, including grades where appropriate	✓		AF, I + REFS
Able to make appropriate use of ICT for learning	✓		AF + I
SKILLS, ATTRIBUTES & PERSONAL QUALITIES			
Able to communicate fluently and effectively (oral and written)	✓		AF + I
	Essential	Desirable	Evidence
Rigorous behaviour and classroom management skills	✓		AF, I + REFS
Ability to ask for support and advice where necessary and act to improve own performance and that of others	✓		AF, I + REFS
Team-working skills, reliability and integrity	✓		AF, I + REFS
A high level of personal organisation and setting of high expectations	✓		AF, I + REFS
Strategic planning and coaching skills		✓	AF, I + REFS
High level of resilience	✓		AF, I + REFS
Participation/development of extra-curricular activities		✓	AF, I + REFS
Excellent interpersonal skills with students, colleagues, parents/carers and outside agencies	✓		AF, I + REFS
Able to give good quality and effective feedback to students	✓		AF, I + REFS
Able to develop positive and meaningful relationships with students	✓		AF, I + REFS
The ability to work under pressure and meet deadlines	✓		AF, I + REFS
A sense of humour		✓	AF, I + REFS