JOB DESCRIPTION : **- TEACHER OF SCIENCE**

Standard Scale

Responsible to: The Curriculum Leader

This is a standard role profile applicable to all teachers at Harrow Way School other than the Headteacher. It is based on the Pay and Conditions documents to which reference should be made. It should be considered in conjunction with the Teachers' Standards 2012.

The 2012 Standards provide statements of a teacher's professional attributes, professional knowledge and understanding, and professional skills, and these are the standards expected to be maintained in the discharging of duties within this job description. The job description describes the duties and responsibilities of the postholder and provides a basic framework through which the postholder and the Curriculum Leader can discuss the nature of the job. It also allows others in the school to perceive what the job is about.

It is not meant to be 'static' or 'exclusive'; flexibility is desirable and inevitable. Indeed, responsibilities may be varied to meet the changing demands of the school at the reasonable discretion of the Head Teacher and after appropriate discussions have taken place with the postholder and any other relevant staff. Most importantly, it is the spirit in which the job is performed which is important to an effective school.

Main Purpose of Job

To teach Science throughout the school to the end of Key Stage 4, as appropriate, under the direction of the Headteacher and the relevant Curriculum Leader and in accordance with the policies and philosophy of the whole school.

To fulfil and meet the responsibilities and duties as set out in the Teachers' Standards.

To fulfil and meet the responsibilities set out for teachers in DfE 'Keeping Children Safe in Education' and DfE 'The Prevent duty'.

Curriculum Responsibilities

The postholder is expected to perform the following duties within the framework of Department and whole school policies:

- To plan and prepare courses and lessons
- To teach across the age and ability range, including adults
- To ensure students are taught according to their individual needs and abilities, following the syllabus and programmes of study set by the school
- To provide high quality teaching and learning opportunities that encourages, supports and enables students to be successful learners.
- To employ teaching strategies that engender enthusiasm and raise the aspirations of all students

- To supervise and, so far as practicable, teach any students whose teacher is not available to teach them subject to the conditions of employment

- To assess, record and report, both orally and in writing, on the development, progress and attainment of individuals and groups of students, including references and Key Stage Assessments where appropriate.

- To set and mark homework regularly

- To participate in arrangements for the preparation, assessment (including recording and reporting) and supervision of tests and examinations

- To promote the school and the subject through managing displays of work

- To ensure that care is taken of the fabric of the classroom, the furniture and apparatus, and to see that rooms are left tidy and in good condition after use

- To promote the general progress and well-being of individual students and of all groups assigned to him/her

- To communicate and consult with the parents of students and with persons or bodies outside the school as appropriate

- To participate in professional meetings as required

- To participate in any arrangements within an agreed national and school framework for his/her performance management

- To participate in arrangements for his/her further training and professional development as a teacher

- To maintain good order and discipline among the students, following the guidelines of the school's behaviour and related policies 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 and to ensure the behaviour log in SIMS.net is kept up to date.

- To contribute where appropriate to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new and newly qualified teachers

- To contribute as appropriate to the co-ordination and management of the work of supply, cover, newly-qualified and student teachers

- To take such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and student support functions of the school, including the management, communication with or supervision of support staff as appropriate

- To attend assemblies, registering the attendance of and supervising students.

- To attend punctually duties as per published timetable.

- To promote and uphold excellent standards in all aspects of school life.

Student Support (Tutor) Responsibilities where applicable

The Student Support role is of prime importance in creating the ethos of the school as a place where students can be happy and confident and feel encouraged to work hard.

- To promote the general well being and progress of students in the tutor group
- To provide guidance and advice to students on educational and social matters and on further education and future careers, including Information about sources of more expert advice on specific questions; making relevant records and reports, and to respond to their individual needs quickly and in a constructive manner
- To carefully monitor attendance and punctuality and reasons for absence. To keep the register in accordance with legal requirements
- To communicate daily relevant information to their tutees
- To communicate effectively with parents and other stakeholders in order to enhance students development and achievement.
- To record information on students, to transmit this to the Year Leader and to ensure it is in the students' files
- To support and participate in year activities
- To attend Year Tutor meetings
- To deliver the support curriculum
- To ensure students abide by the school regulations
- To communicate information on students to the Year Leader
- To monitor the progress of students against their Base Line Data/Minimum Target Grade in relation to Academic Tutoring

General Responsibilities

- You should understand the way the school operates and the part you and other colleagues play in it
- You must learn about the role of the Headteacher, Deputy Heads, Assistant Heads, Year Leaders, Curriculum Leaders and non-teaching staff and the part that they play in the communication processes within the school
- You should be aware of the short and long term targets of the whole school
- You should become familiar with appropriate individuals and organisations within the local community

Additional Responsibilities

None