**Job Description**

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| **Job title:**  **School:**  **Responsible to:**  **Salary Grade:** | **Leader of KS3 Science and Teacher of Science**  **Faraday**  **Headteacher, through the Head of School & Curriculum Leader**  **MPS/UPS plus TLR 2b** |

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| **Job Purpose:**  To carry out the professional duties of a teacher and tutor as circumstances may require and in accordance with the school’s policies under the direction of the Headteacher, through the Head of School and Curriculum Leader.  To be an effective professional who demonstrates thorough curriculum knowledge, teaches and assesses effectively, takes responsibility for own professional development and supports students to make good progress and achieve. |

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| **Planning, Teaching and Class Management:**  Teach allocated students by planning their teaching to achieve progression of learning through:   * identifying clear learning and lesson outcomes and specifying how they will be taught and assessed; * setting tasks which challenge students and ensure high levels of interest and engagement; * setting appropriate and demanding expectations; * setting clear targets, building on prior attainment; * being aware of and make provision for students who are SEND, more able, PPI or who have other particular individual needs; * providing clear structures that are in line with TBH Teaching Principles for lessons and maintain pace, motivation and challenge for learners; * the effective use of assessment to ensure coverage of programme of study; * effective teaching and best use of available time and resources; * maintaining behaviour for learning policies and procedures and encouraging good practice with regard to punctuality, behaviour, standards of work, rewards and home learning; * using a variety of teaching methods to:  1. Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary. 2. Use effective questioning, listen carefully to students, and give attention to errors and misconceptions. 3. Select appropriate learning resources and develop study skills through library, ICT and other sources.  * ensuring students acquire and consolidate knowledge, skills, vocabulary and understanding appropriate to the subject taught; * evaluating own teaching critically fully engaging with the DDI process to improve effectiveness; * ensuring the effective and efficient deployment of classroom support; * liaison with the Curriculum Leader/Head of School to ensure the implementation of department policy and practice. |

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| **Monitoring, Assessment, Recording, Reporting:**   * To assess how well learning objectives have been achieved and use them to improve specific aspects of teaching; * To assess and monitor students’ work and set targets for progress; * To assess and record students’ progress systematically and keep records to check work is understood and completed, monitor strengths and areas for development, inform planning and recognise the level at which the student is achieving; * To undertake assessment of students as requested by examination bodies, departmental and school procedures; * To contribute to the preparation and presentation of informative reports to parents/carers; * To undertake assessment of students and participate in the school’s system reporting to parents/carers. |

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| **School Team Duties:**   * To be a Tutor to an assigned group of students to undertake daily learning checks and daily Guided Reading; * To promote the general progress and well-being of individual students and of the Tutor Group as a whole; * To liaise with the Deputy/Head of School to ensure the implementation of the school’s system; * To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life; * To alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved; * To communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff; |

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| **Other Professional Requirements:**   * To promote inclusion and equality of opportunity for all students * To share in the corporate responsibility for, and commitment to, the safeguarding and promotion of well-being and discipline of all students * To have a working knowledge of teachers’ professional duties and legal liabilities; * To operate at all times within the stated policies and practices of the school; * To engage with the Tor Bridge High DDI and incremental coaching programme for teachers; * To take account of wider curriculum developments, in school and nationally; * To establish effective working relationships and set a good example through their presentation and personal and professional conduct; * To endeavour to give every child the opportunity to reach their potential and meet high expectations; * To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the students, school and department; * To contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school; * To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Academic Mentoring days and events with partner schools; * To take responsibility for own professional development and duties in relation to school policies and practices; * To liaise effectively with parents/carers, multi agencies if appropriate and governors. * To participate in the schools professional learning programme |

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| **Other job requirements:**   * The teacher will be part of the school’s performance management system and will have a performance manager who will set agreed objectives for the year. The performance manager will monitor and review performance including classroom teaching. * The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date and that they are professionally fulfilled in their roles. * Liaise with the Curriculum Leader/Head of School to ensure the implementation of department policy and practice * Support other teachers with the delivery of an appropriate, challenging curriculum that fulfils the National Curriculum providing opportunities for student progression. * Ensuring that all Health and Safety procedures are understood and followed correctly (COSHH & CLEAPSS) * Coordination with the laboratory to ensure efficient use is made of equipment. * Work within the School’s Health and Safety policy to ensure a safe working environment for staff, students and visitors * Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. |

**Teaching and Learning Responsibility**

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| **Key Purpose of Job:**  The primary role is to lead the development of Key Stage 3 Science, supporting the Curriculum leader to ensure the highest quality of provision.  To be responsible for communicating a clear and ambitious vison for providing high-quality education in Key Stage 3 Science at Tor Bridge High.  To coordinate and develop all aspects of KS3 Science including progression to GCSE and further education; ensuring high achievement and engagement of all students.  To be a key member of the KS3 and Science Curriculum Team and under the direction of the CL, contribute to the high standards of teaching and learning and the raising of standards of achievement at KS3.    To make a significant contribution to the vision and direction of Tor Bridge High, where innovative and inspirational learning for all is the core value.  To raise standards of attainment within the curriculum area and to monitor and support positive progress within the Progress 8 measure   * To deliver a robust curriculum that challenges and supports students’ outcomes * To support the excellent teaching within the department * To seek excellence in every aspect of the department and act as an outstanding role model for members of the department in all aspects of work in school (teaching, professional conduct, meeting with parents/other agencies) |

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| **Anticipated outcomes of post:**   * Students, regardless of their social or cultural background, are motivated to succeed and make outstanding progress through creative, relevant and innovative teaching and learning. * To lead a cohesive and forward thinking team to deliver a learning environment and curriculum that is fit for future generations. |

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| **Key duties and accountabilities of the post:**   * To lead the department towards outstanding by ensuring students make excellent progress and that they have a high quality and consistent experience across the department * To be accountable for student progress and development within the subject area * To develop and enhance teaching practice of others so that all department members are continuing to become outstanding classroom practitioners * To prepare, agree and carry out appropriate development plans for KS3 Science, and to contribute to the Curriculum Development plan for Science. * To challenge under-performance supportively through the implementation of coaching and mentoring programmes (seeking support and advice from SALT). * To support the development of colleagues through the Tor Bridge High DDI and incremental coaching programme. * To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum (covering the National Curriculum) for students studying in the department. * To enable all students (especially those from vulnerable groups) to access a broader understanding of the subject through wider cultural experiences, work-related learning and political debate. * To be accountable for leading, managing and developing the subject/curriculum area. To promote Science appropriately to students and parents. * To ensure provision of all assessments for KS3, and that these assessments are regular, rigorous and recorded by all members of the department. * To analyse progress of students in Science at KS3 and disseminate and use. * After each data review – monitor performance by class for each year group and report findings to the CL. * Work together as a team, to share responsibility for the preparation of materials, and in the development of learning materials and strategies for students in need of learning support or learning extension. * After each review monitor performance of specific groups as directed by the CL and HOS and report findings to the CL. * As Coordinator to be specifically responsible for the development of assessment and monitoring for KS3 Science. |

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.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers’ Pay and Conditions Document, the 1988 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with ‘Clarification notes on the exercise of professional duties for all teachers, other than head teachers’ contained at Annex A.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.