

## JOB DESCRIPTION

**School:** London Nautical, A City of London Academy

### SECTION A:

Job Title:	Lead Teacher, Science
Grade:	Inner London Teachers Pay Scale with TLR
Responsible to:	Reporting to the Headteacher, and under the immediate direction of your Leadership Line Manager.

**SECTION B:** Responsible for:  
Staff Supervised

Teaching and Technician Staff within the Science Department

### SECTION C: PURPOSE OF POST

Lead Teachers at London Nautical are expected to be committed to the maintenance of high standards in all areas, to adhere to all school policies, and wherever possible to make an active and positive contribution to the ethos and character of the school and that of their department.

**SECTION D:** Main duties and Responsibilities/Functional Links

### Core Requirements of the Post

In fulfilling the requirements of the post, the teacher will demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in students and colleagues;
- Demonstrate excellent subject knowledge and be able to place your subject in the broader school curriculum;
- Build team commitment with colleagues and in the classroom engage and motivate students;
- Demonstrate analytical thinking;
- Improve the quality of students learning;
- Contribute to the school improvement / development planning and promote the learning priorities of the school IDP;
- Contribute to the development and / or implementation of school and Trust policies;
- Use the performance management process to advance pupil learning and enhance professional practice in line with the school's aspirations and priorities;
- Promote the wider aspirations and values of the school

## **Areas of Responsibility and Key Tasks**

### **Planning, Teaching and Class Management**

Teach students by planning their teaching to achieve progression of learning through:

- Understanding and applying effective classroom management
- Understanding and applying a range of teaching strategies, including effective use of:
  - formative and summative assessment
  - use of pupil progress and attainment data
  - effective marking
- Positively targeting and supporting individual learning needs
- Maintaining high levels of behaviour and discipline
- Effectively using homework and other extra-curricular learning opportunities
- Demonstrating appropriate consistent progress;
  - for the majority of students
  - across all teaching areas
  - across all spectrums of background, ability and behaviour
  - that compares favourably with students in similar settings
- Effectively managing other adults in the classroom.

### **Individual / Staff Management**

- To be responsible for the management, organisation and co-ordination of the teaching of the subject and to ensure that high standards are maintained by all teachers who may be delivering the subject.
- To ensure that you are up-to-date with current developments in the teaching of the subject.

### **Curriculum and Organisation**

- To ensure that you are meeting all statutory requirements with regard to the teaching of the subject and to develop departmental policies and procedures on assessment and record keeping which complement whole school policy.
- To develop appropriate Schemes of Work and to keep these under regular review.
- To ensure that you set and mark homework according to school policy.
- To liaise closely with the SLT / Line Manager and other school leaders to promote and develop, wherever possible, opportunities for departmental cross-curricular links and co-operation.
- To keep an up-to-date handbook for the Science Department.
- To produce a development plan for the Science Department as part of the whole school development plan and to monitor and evaluate this termly.

### **Management of Pupils**

- To ensure that you keep accurate and up-to-date records on attendance, classwork, homework and to monitor and evaluate the progress of all pupils.
- To identify pupils with particular learning requirements and ensure that you liaise with the SENDCo and Form Tutors as appropriate.

- To ensure that pupils are properly prepared for examinations both internal and external and to liaise with your Leadership Line Manager and the Examinations Officer regarding the arrangements for all such examinations.

### **Resources and Environment**

- To ensure that you comply with the financial procedures detailed in the Schools Finance Manual.
- To order, monitor and control all teaching materials relative to the teaching of the subject.
- To liaise closely with the School Business Manager and to keep accurate records of expenditure to ensure that you keep within budget.
- To ensure that all equipment and resources used by the Department are properly maintained.
- To be responsible as far as is practicable, for the maintenance of a pleasant and educationally stimulating environment in those areas of the school regularly used by the Department.
- To ensure that you / your department adheres to the School's Health & Safety Policy.

### **Monitoring, Assessment, Recording, Reporting**

- Use performance data to evaluate student's progress and set appropriate targets for improvement.
- Use assessment performance data to inform planning and teaching.
- Report on progress to all stakeholders.

### **Other Professional Requirements**

- To be a Form Tutor of an assigned form and to comply with school policy with regard to the role of the Form Tutor.
- To be a member of a Watch.
- To carry out supervision of pupils in accordance with published rotas.
- To be actively involved in the school's programme of extra-curricular activities.
- To attend staff meetings, HOD meetings and relevant pastoral meetings according to the published timetable of meetings.
- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school and Trust.
- Delivery the curriculum in line with the expectations of your Department and in support of the school development plan and Trust objectives.
- Maintain an up to date knowledge of good practice in teaching techniques.
- Know subject(s) or specialism(s) to enable effective teaching.
- Take account of wider curriculum developments.
- Incorporate national strategies in all teaching.
- Communicate learning objectives.
- Undertake professional development to enhance teaching and students learning and apply outcomes and identify impact.
- Share outcomes with colleagues.
- Take responsibility for your professional learning.

This job description may be subject to modification or amendment at any time after consultation with the post holder and will form the basis of your performance management.

### **Other / General**

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 and to carry out reasonable tasks and requests from the Senior Leadership Team that fall within the nature and scope of a teaching role.

To complete a minimum of one break duty per week.

The post holder is expected to be familiar with and to follow the school internal policies and procedures.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

### **Data Protection**

It is essential when working with computerised systems that you are completely aware of their responsibilities at all times under the General Data Protection Act 2016 for the security, accuracy, and significance of personal data held on such systems.

### **Equal Opportunities**

To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

### **Health and Safety**

- Employees are required to work in compliance with the Trust and School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the school.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

### **Safeguarding**

To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Trust.

## Functional Links

<b>SECTION E:</b>	Other relevant matters
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None

<b>SECTION F:</b>	Signatures – Job Description discussed and agreed
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Signature of Post Holder: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Supervisor: (Line Manager) \_\_\_\_\_

Date: \_\_\_\_\_

## Person Specification: Lead Teacher

Attributes & Qualities	Essential	Desirable
<b>Qualifications</b>		
Qualified Teacher Status		
Degree or equivalent in Subject		

<b>Teaching and Experience</b>		
Experience of teaching and passion for your subject		
Are an outstanding teacher who models high quality teaching and learning		
Able to inspire, challenge and motivate both students and teachers		
Have an achievement focus and believe in students fulfilling and exceeding potential		
Set and achieve ambitious, challenging goals and targets		
Knowledge of relevant current and forthcoming educational issues		
<b>Relationships</b>		
Enjoy working with young people		
Excellent inter-personal and communication skills enabling you to support student needs		
A team player who can work with others within and beyond the school including parents and external providers		
Have positive and mutually supportive working relationships with all colleagues		
A sense of humour and an ability to retain a sense of proportion when working with young people		
<b>Skills</b>		
Strong interpersonal skills both written and oral		
Self-motivated and resilient		
Able to work under pressure and meet deadlines		
Able to present effectively to large groups of students and parents		
Think creatively to anticipate and solve problems		
Use ICT and appropriate new technologies to achieve excellence		
<b>Attitudes</b>	Essential	Desirable
Belief in the responsibility of school to include students with a diverse range of educational needs		
Committed to continuing personal professional development		
Recognise and take account of the richness and diversity of the school's communities and actively promote equal opportunities		
Contribute to the life of the school and range of opportunities for our students		
Can represent the school in a style commensurate with its ethos and expectations		
Ambitious and seeking an opportunity for further leadership development		
Good attendance record		