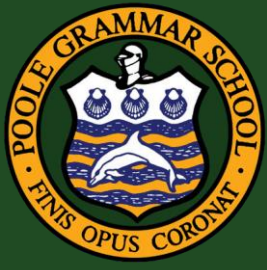


POOLE GRAMMAR SCHOOL



SCIENCE TEACHER INFORMATION PACK



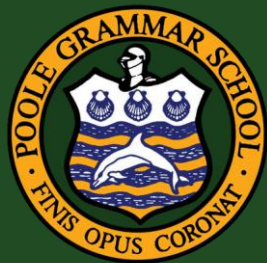
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Job Description – Teacher of Science (MPS/UPS)

**For September 2021 (part time)
0.4 – 0.6 FTE**

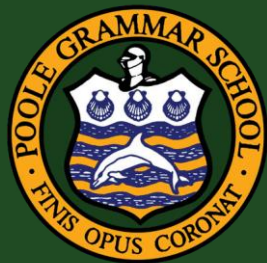
The responsibilities of the post holder will include the following areas:

Curriculum

- Teaching science in KS3/KS4 (the ability to teach Physics would be advantageous) in a manner appropriate to students' ages and abilities. There may also be the opportunity to teach a small amount of ICT at KS3.
- Monitoring and recording of student progress in accordance with departmental and school policies, and planning interventions and support, as appropriate
- Promoting A level Science courses to potential sixth form students
- Attending and contributing to departmental meetings
- Contributing to the development and effective use of departmental resources
- Keeping an oversight of the work and progress of students, including stretching the most able and supporting those with specific learning needs using appropriate data
- Maintenance of professional skills through INSET and CPD programmes
- To be proactive in exploring innovative ways of delivering ICT through Science and promoting independent learning
- Contributing to the departmental intranet site and its digital and blended learning
- Taking an active role in self-evaluation exercises within the department and school in line with Ofsted criteria

Health and Safety

- Monitor and make appropriate recommendations to the Health and Safety policy of the Science department
- Be aware of current risk assessments for Science activities, e.g. in developing new practical activities and be proactive in enacting them



Extracurricular

- To promote extracurricular Science within the school
- To promote Science to the wider community
- To develop links with local HE institutions and professional bodies
- To contribute to the extra-curricular life of the school through, for example Games, or other appropriate commitment

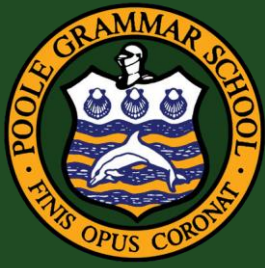
Pastoral

- To take part in the pastoral life of the school as a form tutor
- To contribute to the PSHE programme if appropriate

Responsible to: Head of Department

This job description is specific to the post of Teacher of Science and additional to the generic job description of a Teacher at Poole Grammar School. Further details of the school are on the school website www.poolegrammar.com

Dr Amanda Smith
Headteacher
April 2021



TEACHER of SCIENCE

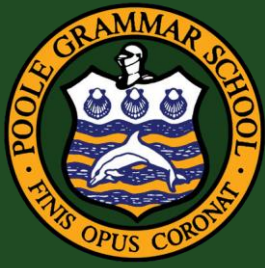
Job purpose

To facilitate and encourage a learning experience, which provides students with the opportunity to achieve their individual potential, coupled with raising standards of student attainment and achievement.

Key aspects of the post are:

Teaching

- Plan and prepare courses and lessons
- Teach students according to their educational needs, including the setting and marking of work
- Set and evaluate classwork and homework, the latter as per the relevant homework timetable, and keep appropriate records of student attainment and progress
- Assess, record and report on the development, progress and attainment and achievement of students in accordance with school policies
- Use a variety of teaching methods both inside and outside the classroom which will stimulate learning appropriate to student needs and the demands of the specification/scheme of work
- Ensure that ICT, Numeracy, Literacy and school subject specialisms are reflected in the teaching/learning experience of students
- Ensure that all students are set appropriate targets and are tracked accurately against those targets at various points in their courses
- Prepare students for public examinations and other examinations as appropriate
- Participate as appropriate in the curriculum enrichment of the school



Pastoral

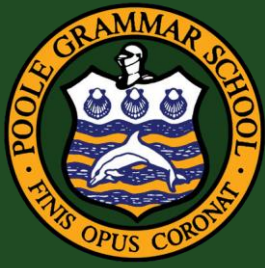
- Promote the general progress and well-being of individual students of any classes e.g. through tutor periods and registration
- Help gain access to appropriate advice on educational and social matters and on students' further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports
- Being aware of the personal and social needs of students, recording information as appropriate and respecting the confidentiality of these records
- Communicating and consulting with the parents, other school staff and students
- Communicating and co-operating with people or organisations outside the school where appropriate
- Participating in meetings arranged for any of the purposes described above within directed time

Strategic planning

- Assist in the development of appropriate specifications, resources, schemes of work, marking policies and teaching strategies in the department
- Contribute to the department's development plan and self-evaluation strategies
- Contribute to whole school planning activities e.g. the departmental development plan, staff meetings and teaching and learning committees, Year Head meetings etc.

Staffing

- Take part in the school's continuing professional development programme by participating in arrangements for further training and professional development
- Continue professional development, including subject knowledge and teaching methods
- Ensure the effective/efficient use of classroom support when allocated
- Work as a member of a team and to contribute positively to effective working relationships within the school
- Participating in any arrangements within an agreed national framework for performance management of the teacher and other teachers
- Contributing as appropriate to the professional development of other teachers and non-teaching staff, including the induction, assessment and support of newly qualified teachers



Quality Assurance

- Help to implement school quality procedures e.g. departmental reviews, performance management and to adhere to them
- Contribute to the process of monitoring and evaluation of the curriculum including evaluation against quality standards and performance criteria
- Partake in ongoing reviews of programmes of study as the needs of the school and department evolve

Management Information

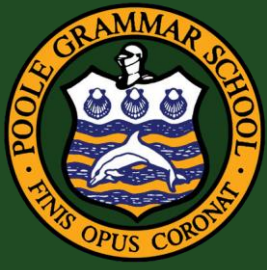
- Maintain appropriate personal records and inform support staff of changes for the school management information system
- Complete the relevant documentation to assist in the tracking of students

Management of resources

- Contribute to the process of ordering and allocation of equipment and materials e.g. suggesting new resources
- Assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources
- Take responsibility for certain subject rooms and tutor rooms, including providing material for displays connected with the subject

Discipline, Health, and Safety

- Maintain good order and discipline among the students
- Safeguard student health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere
- Develop in students the appropriate respect for the ethos of the school through an understanding of student rights and responsibilities

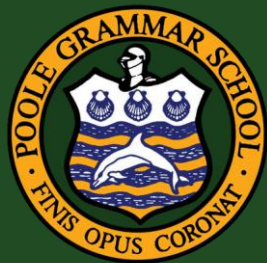


POOLE GRAMMAR SCHOOL

Responsible to: Head of Department/Year Head

In drawing up this job description, the Headteacher acknowledges her responsibility, in ways defined for Headteachers in their Conditions of Employment, to enable the holder of each post to carry out the assigned duties and responsibilities. Staff will be consulted as appropriate during any review of such policies. These duties and responsibilities may be altered from time to time after consultation with the Headteacher and the relevant Head of Department in order to meet the changing needs of the school and the interests of the member of staff.

Dr Amanda Smith
Headteacher
April 2021



Person Specification: Teacher of Science

Expectations

- Exemplary classroom practitioner
- Teaching science at KS3 and KS4
- An awareness of curriculum issues relating to Science from Year 7 to 13
- An understanding of Health and Safety issues relating to Science
- Meeting the needs of students with Special Educational Needs and gifted and talented
- Awareness and promotion of the use of ICT in the Science curriculum
- Pastoral work in a school setting

Qualifications

- Honours degree in appropriate science-related course
- Qualified Teacher Status

In-Service Training

- Up-to-date subject knowledge and skills reflecting the demands of current specifications
- A programme of relevant recent courses undertaken

Skills

- Contribute curriculum development and learning and teaching pedagogy
- Excellent administrative skills
- An ability to inspire students of all abilities
- Establish constructive working relationships amongst students
- Contribute to developing, implementing and reviewing schemes of work
- Able to encourage participation in science, within and beyond the classroom
- Proven communication, organisational and interpersonal skills
- An ability to work effectively as part of a team in addition to working independently
- ICT competence and contribution to the department's digital and blended learning

Personal Skills and Qualities

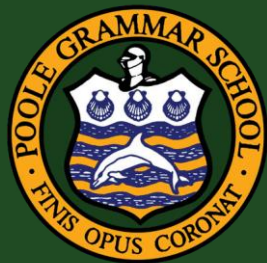
- Confidence, tenacity, flexibility and adaptability
- Empathy for students, parents, staff and the community
- Energy, commitment, enthusiasm for teaching and an eye for detail
- A sense of humour and can-do attitude
- High level of emotional intelligence

A full NQT induction process is available from a very experienced department which is committed to teacher training at all levels.

Dr Amanda Smith

Headteacher

April 2021



The Science Departments

With the exception of Year 7 where a combined science course is delivered, the three separate sciences (Biology, Chemistry and Physics) are taught separately throughout the school, with a staff of 13 specialist teachers and three laboratory technicians. The department consists of 10 specialist laboratories, an additional large classroom and three preparation rooms. The sciences are organised on a departmental format with Heads of Biology, Chemistry and Physics with no overall Head of Science. The three Heads of Department work collaboratively on matters pertaining to overall science education, curriculum & pedagogy, thus ensuring consistency of approach, whilst enabling the individual needs of each department to be met.

The science departments play a key role in the school's portfolio of subjects with a significant number of students choosing them at A level. Many students go on to study science based subjects at university.

The majority of Year 10 and Year 11 students study AQA GCSE in all three separate sciences, with the remainder opting for AQA Combined Science: Trilogy Award. All students are taught by specialist staff. In Years 10 and 11 teaching group sizes average 26 students. Years 7 to 9 are taught in form groups. In year 7 students study a Junior Science course with elements of Biology, Chemistry & Physics all taught by the same teacher. In Years 8 and 9 students are taught the three sciences separately by specialist teachers.

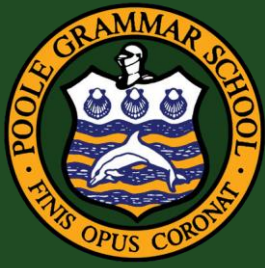
Science teaching and learning is enriched by a range of opportunities designed to inspire and promote the subjects. There is a fortnightly science club for Sixth Formers where students present on a topic of interest to them. In addition, there are a range of other extracurricular opportunities throughout the age ranges.

The department offers support for GCSE and A level students. Lunchtime support includes peer mentoring sessions run by Sixth Form student ambassadors for main school students, coordinated by members of staff. Regular A-level support sessions are provided for students during their study periods.

The successful candidate will be joining a department in a school situated in an area of outstanding natural beauty with the Jurassic coast and New Forest only a few minutes away. This is coupled with working in a school renowned for the friendliness of its staff and the potential of its students – where students and teachers share their learning experience and make tremendous progress whilst still enjoying life to the full.

Further details of the school and department are available from the school website
www.poolegrammar.com

Dr Amanda Smith
Headteacher



Application procedure

Please visit www.poolegrammar.com and complete the online application form.

CVs will be accepted in addition to the above but will not be accepted on their own.

Online application forms are preferred but a PDF version of the application form can be requested by emailing our HR Department.

If you have any questions regarding the application process, please contact the HR Department at pgshrdept@poolegrammar.com

Closing date for applications: 9am, Wednesday 12 May 2021

Interview Date: Week commencing 17 May 2021

Informal discussions/visits are encouraged. Please contact the school to make an appointment via the HR Department pgshrdept@poolegrammar.com

Poole Grammar School is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to complete an enhanced DBS application. Poole Grammar School also promotes equal opportunities for its workforce.