GREIG CITY ACADEMY

Draft Job Description

This Job Description sets out in general terms the management, purpose and responsibilities of a specific job at GCA. It is not intended to be a comprehensive listing of every task that a GCA employee might be called upon to undertake. It is not a legal document, although it may be referred to in the Contract of Employment.

Job Title:	Science Teacher
Faculty:	Science
Responsible to:	Head of Faculty
Hours:	This is a full-time post
Salary:	Inner London Pay Scale

Duties and Responsibilities

You will:

1. be fully aware of, understand and carry out duties in accordance with the school's policies and procedures relating to Child Protection, health and safety, confidentiality and data protection and specifically in accordance with 'Keeping Children Safe In Education', September 2021 and report all concerns to the named Child Protection contacts.
2. support the school's equal opportunities policy and support difference, ensuring each child has equal access to opportunities to learn and develop.
3. establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual pupils' needs.
4. support the school's Christian ethos and work positively and supportively in accordance with the school's plans, policies and procedures.
5. develop and maintain effective and positive working relationships with all staff, parents/carers and the wider community.
6. participate in training and other learning activities as required and attend appropriate professional development courses as identified through post-holders' training needs analysis.
7. ensure that the post-holder's line manager is made aware and kept fully informed of any concerns which the post-holder may have in relation to safeguarding and/or child protection.
8. be responsible for your personal professional development and participate in the school's scheme for Performance Management.
9. promote and celebrate the successes of the school and foster a positive image to the local community.
10. model excellent professional conduct with colleagues, students and the wider community, demonstrating high personal standards.

Duties and Responsibilities Specific to This Post

1. Curriculum Management

You will:

1. teach Science at Key Stages 3 and 4 and 5
2. assist in the preparation, review and evaluation of units of work within the Science Faculty
3. promote the highest standards of achievement for all students with particular regard for those in your classes and tutor group
4. assess, record and report students' achievements in accordance with Academy and departmental policies
5. establish positive relationships with students, parents and colleagues
6. manage resources effectively
7. ensure that every student has access to appropriately challenging and stimulating teaching and learning resources
8. insist upon and demonstrate the highest standards of personal conduct and self-responsibility from students
9. ensure up–to-date assessment information (both formative and summative) is completed on individual students and updated half termly or as and when required
10. prepare reports for both teaching staff and parents on individual students' progress
11. attend parents' evenings to discuss progress of students
12. acknowledge and act upon the necessity for personal professional development and participate in Induction/Appraisal
13. develop professional skills and competencies
14. follow all policies and procedures of the school and Year Team (where appropriate) including all aspects of examinations and assessment, recording and reporting of achievement, attendance and punctuality, uniform and behaviour
15. complete tasks as directed by the Head of Faculty.

2. Student Management

You will:

1. set the highest expectations of standards of achievement and behaviour within the department, faculty and the wider school
2. identify students with particular needs and liaise with colleagues to ensure that individual student needs are met
3. monitor and review students' progress and implement changes to ensure that students achieve their full potential in the integrated curriculum
4. celebrate and promote student achievement and success
5. act as a form tutor if required with a commitment to pastoral work.

3. Competencies

As contained in the National Standards.

4. Attendance at meetings

You will attend faculty and all other meetings appropriate to the agreed areas of responsibility.

5. Ethos

The Academy celebrates its place in a multi-cultural and multi-faith community. As a Church of England school, everything we do is underpinned by Christian values – values shared by those of other faiths and those with no religious faith, and which provide a moral framework for young people. A central thread in our collective worship policy is to help our students 'to develop an inquiring mind and express and explore their own views openly and honestly'.

GCA has a commitment to safeguarding and promoting the welfare of children and has safer recruitment procedures in place for the selection of staff. It is committed to the principle of equal opportunities; we welcome all applicants and value the diversity they bring.

This job description will be reviewed as part of the appraisal process to reflect changing school, faculty and individual needs.

The duties and responsibilities of the post are to be carried out within the provisions of the Greig City Academy contract.

May 2022

Person Specification

Qualifications and Training	Essential	Desirable
Qualified Teacher Status	✓	
Good degree in the relevant subject	✓	
Courses of further study relevant to the post		✓
Evidence of pro-active commitment to personal and professional development throughout your career	✓	
Evidence of relevant training		✓
Teaching Quality and Experience	**Essential**	**Desirable**
Experience of teaching at Key Stage 3, GCSE and A level	✓	
Good general knowledge of the National Curriculum, assessment arrangements and approaches, especially literacy assessment	✓	
Be an excellent classroom teacher, comfortable as an exemplar to other staff, with a love for your subject and the ability to inspire and motivate students in all aspects of their learning so that they become effective, independent learners	✓	
Ability to plan lessons effectively and have sound understanding of strategies to raise attainment.	✓	
Ability to keep clear records of pupil progress, recording the data generated by assessments	✓	
Knowledge of effective record keeping and its use to promote the educational and personal development of students	✓	
Be committed to raising the aspirations and achievement of all pupils and able to demonstrate effective strategies for doing so	✓	
Good awareness of current educational developments	✓	
Be an enthusiastic and effective form tutor	✓	
Skills, Personal Qualities and Disposition	**Essential**	**Desirable**
A commitment to the protection and safeguarding of children and young people, and to ensuring their well-being and achievement	✓	
Excellent interpersonal skills and the ability to build positive relationships with students, parents, staff and the wider school community	✓	
Excellent communication skills: be able to communicate clearly, both orally and in writing, with students, parents and carers, colleagues and other professionals	✓	
Have good organisational skills to create and maintain a stimulating and attractive learning environment	✓	
Excellent time keeping skills, with a demonstrable ability to meet deadlines and manage a fluctuating workload	✓	
Be able to work flexibly and as part of a team	✓	
Excellent ICT skills: have the ability to use them as a teaching tool as well as for administrative purposes	✓	
Be reflective and show the ability to analyse personal performance and that of others in a variety of situations	✓	
Have strong personal values, such as honesty and integrity, that provide a clear moral framework for professional conduct, and be able to show a clear understanding of the Christian ethos of the school	✓	
Be willing to contribute to the school's enrichment and extra-curricular programmes		✓
Be prepared to undertake appropriate training for the post and a willingness to continue training to manage the key areas and tasks outlined in the job description	✓	
Equalities and Safer Recruitment	**Essential**	**Desirable**
Be able to clearly demonstrate that you are committed to the equality of opportunities and have a clear understanding of how this can be positively promoted within the school environment, both to students and staff	✓	
Be able to demonstrate an understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with children and young people	✓	
Be willing to undergo an enhanced DBS Disclosure check	✓	