

## JOB DESCRIPTION

<b>Job title</b>	Science Teacher
<b>Post Number</b>	1
<b>Grade</b>	Teaching Main Scale/Upper Pay Scale (NJC Outer London)
<b>Accountable to:</b>	Head of Science, Deputy Headteacher, Headteacher
<b>Accountable for:</b>	-
<b>Job purpose</b>	To be responsible for the effective teaching, learning and assessment of pupils, promoting high standards of attainment, behaviour and personal development, and supporting their progression to the next stage of education.
<b>Key accountabilities:</b>	To be accountable for the attainment, progress and outcomes of pupils; For teachers of secondary pupils: delivery of subject specialism(s); To support the development of behaviour for learning; Promoting the development of the literacy and numeracy skills of all pupils; To implement and deliver appropriate differentiated and personalised learning programmes; To contribute to raising standards of pupil attainment; To enable pupil progression and transition to appropriate educational provision.
<b>Key internal contacts</b>	<ul style="list-style-type: none"> <li>▪ Deputy Headteacher,</li> <li>▪ Assistant Headteacher,</li> <li>▪ Pupils;</li> <li>▪ Staff team;</li> <li>▪ Local Governing Body</li> </ul>
<b>Key external contacts</b>	<ul style="list-style-type: none"> <li>▪ Parents/carers;</li> <li>▪ Local authority officers;</li> <li>▪ National advisory organisations within appropriate curriculum areas (including examination boards);</li> <li>▪ Relevant external agencies.</li> </ul>
<b>Special circumstances:</b>	<ul style="list-style-type: none"> <li>• Hold a current Enhanced DBS check</li> <li>• Hold a current driving license and use of own transport to carry out business on behalf of the Trust.</li> <li>• Holidays may not be taken during term time.</li> <li>• All staff are employed by Saffron Valley Collegiate, and can be deployed at any location within the Collegiate. Decisions will be made with due regard to the needs of the young people/service and the expertise and experience of the individual staff member.</li> </ul>

## **Key Duties**

### **Promoting the development of academic achievement and progress**

This will involve:

- Setting high expectations which inspire, motivate and challenge pupils of all backgrounds, abilities and dispositions;
- Planning and teaching well-structured lessons;
- Adapting teaching to respond to the strengths and needs of all pupils, including those with special educational needs, pupils with English as an additional language, young people with disabilities and gifted and talented learners;
- Being accountable for the attainment, progress and outcomes of the pupils;
- Using relevant data to monitor progress, set targets, and plan subsequent lessons;
- Giving pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback;
- Demonstrating a critical understanding of developments in the subject and curriculum areas;
- Demonstrating an understanding of and taking responsibility for promoting high standards of literacy;
- Promoting the development of the numeracy skills of all pupils;
- Setting homework and planning other out-of-class activities to consolidate and extend the knowledge of all pupils;
- Contributing to and support the implementation of Individual Learning Plans and other individual action plans;
- Preparing pupils for external examinations and other assessments;
- Taking responsibility for improving teaching through appropriate professional development; responding to advice and feedback from colleagues.

### **Promoting the development of behaviour for learning**

This will involve:

- Having clear rules and routines for behaviour in classrooms, and taking responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the Collegiate's behaviour for learning policy;
- Having high expectations of behaviour, and establishing a framework for discipline with a range of strategies; using praise, sanctions and rewards consistently and fairly;
- Managing classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them
- Maintaining good relationships with pupils, exercising appropriate authority, and acting decisively when necessary;
- Providing the necessary, personalised support conducive to promoting the well-being of each pupil.

### **Supporting online learning**

This will involve:

- Supporting pupils with online learning activities.
- Using the managed learning environment (MLE) as a vehicle for creating lesson resources, and learning plans, and communicating with staff and pupils.
- Monitoring the e-learning activities of identified pupils.
- Keeping an ongoing and up-to-date knowledge of e-learning resources within their subject area.

### **Responsibilities**

This will involve:

- Attendance at staff meetings;
- Attendance at internal network meetings, as requested;
- Contributing to pupil review meetings by providing verbal and/or written reports;

- Ensuring effective communication with other staff members with regard to examination entries;
- Playing an active part in the implementation of the organisation's development plan, relative to own experience;
- Playing a full part in the development of the SVC; supporting its mission and ethos.
- Within the performance management process, identifying training needs, engaging in training activities and responding to actions suggested to improve performance.

### **Additional expectations for post-threshold teachers**

The framework of professional standards states that post-threshold teachers should:

- Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
- Promote collaboration and work effectively as a team member.
- Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

### **Contributing to service development and improvement**

#### **Data Protection**

This will involve:

- Being aware of the PRU's responsibilities under the Data Protection Act 1998 (DPA 2018) for the security, accuracy and relevance of personal data held on such systems and to ensure that all administrative and financial processes comply with this.
- Maintaining records and archive systems, in accordance with departmental procedure, policy and statutory requirements

#### **Confidentiality:**

This will involve:

- Treating all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the PRU's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

#### **Equalities:**

- The PRU has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

#### **Health and Safety**

This will involve:

- Being responsible for their own Health & Safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

#### **Trust**

To share in the day to day running of the Trust, including:

- Promoting the Trust's core themes of working with vulnerable young people and helping them to flourish.
- Promoting the safeguarding and welfare of children and young people.
- Complying with the Trust's policies and procedures (eg equal opportunities and health and safety).
- Ensuring high standards of behaviour and dress are maintained.
- Attending Trust/academy briefings, meetings and events as required by the Executive Principal or Director of Resources.

### **Additional Duties**

You may be required to carry out additional duties, as the Headteacher may reasonably request, which are commensurate with the post.

### **Review**

This job description will be reviewed regularly and may be subject to amendment and modification, following consultation with the post-holder. It is not a comprehensive statement of procedures and tasks; however, it sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

I confirm that I understand and agree the duties of this job description.

Signature:

Print name:

Date:

Manager's signature:

Print name:

Date:

## PERSON SPECIFICATION

		Essential	Desirable
<b>Qualifications and Experience</b>	A DfE recognised teaching qualification and QTS/QTLS or working towards (within an agreed timeframe);	✓	
	Level 4 equivalent qualifications;	✓	
	Evidence of successful teaching within a mainstream school or alternative provision.	✓	
<b>Skills and Abilities</b>	A good understanding of the promotion of equality, diversity and inclusion in an education environment.	✓	
	Evidence of the ability to manage behaviour effectively to ensure a good and safe learning environment;	✓	
	Evidence of the ability to engage, inspire, motivate and challenge pupils;	✓	
	To consistently demonstrate the ability to relate well to children and adults, (including parents and carers), forming and maintaining appropriate professional relationships and boundaries;	✓	
	To be able to work constructively as part of a team, understanding roles and responsibilities and your own position within these, and work unsupervised, with a high level of initiative;	✓	
	To be able to work creatively and develop ideas in a collaborative and collegiate manner, as a performance driven team player;	✓	
	Demonstrate a commitment to improving own practice;	✓	
	Ability to demonstrate resilience and respond creatively to changing demands.	✓	
	Excellent communicator, with children and adults alike		✓
<b>Knowledge</b>	A secure knowledge of the relevant subject(s) and curriculum areas;	✓	
	A clear understanding of how to adapt teaching to respond to the strengths and needs of all pupils to maximise progress and achievement;	✓	

	An understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these;	✓	
	A working knowledge of methods to make accurate and productive use of assessment	✓	
<b>Special conditions</b>	To undertake an Enhanced DBS check.	✓	
	All teachers will be prepared to work on any site within the SVC.	✓	
	Hold a current driving license and use of own transport to carry out business on behalf of the Trust.	✓	

Please find below a list of points that you will need to respond to in your supporting statement. This should detail your experience and knowledge on each point. The information you provide in your statement will be assessed against the relevant items on the Person Specification points below.