

**JOB DESCRIPTION**

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| **Job title:** | Science Teacher |
| **Post number:** | J101 |
| **Grade:** | MPS + SEN 1 |
| **Contract:** | School Teachers’ Pay and Conditions |
| **Hours:** | 20 teaching hours  Monday to Thursday |
| **Responsible to:** | Assistant Headteacher |
| **Responsible for:** | --- |
| **Job purpose:** | To plan and deliver Science lessons across the curriculumand meet teaching responsibilities as set out in the School Teachers’ Pay and Conditions Document.  To deliver aspects of the broader curriculum supporting the  social and emotional well-being of students excluded from  Mainstream education. |
| **Key internal contacts:** | Head of School  Director of School Improvement  Assistant Headteacher  Teachers  Tutor Team  Students  Business and Development Manager |
| **Key external contacts:** | Parents  Offsite providers |
| **Special consideration:** | Hold a clear Enhanced DBS check  Hold a current and clean driving licence with use of own car |

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| **Specific duties:**   1. Curriculum  * To be responsible for the small Science Department including the running of examinations and liaising with the exam board; * To deliver Science across the curriculum based on individual students’ needs and entitlement; * To contribute to the preparation and up-dating of Schemes of Work and subject development; * To deliver lessons to a range of classes for qualifications and external examinations up to GCSE level, or other accreditation in order to raise student attainment; * To mark, assess, record and report on students’ work, in accordance with current policies and ensuring accurate bench marking is in place; * To use SIMS on a daily basis to register, record, monitor and process student data.  1. Pastoral  * To be a tutor for individual students and responsible for their personal, social and academic development; * To promote and set high standards of attendance and behaviour.  1. Communication  * To meet regularly with line manager; * To be responsible for communicating with parents, according to current policy, the progress made by the students in their care; * To liaise and network with other professionals, parents/carers both informally and formally.  1. Resources  * To be responsible for setting appropriate work when absent from lessons; * To be responsible for maintaining the fabric of the classroom environment and adhering to health and safety policies and procedures; * To ensure the setting up of displays in the classroom and communal areas of the College; * To select and use a range of learning resources and equipment including IT software and interactive whiteboards; * To manage the budget for Science in line with the colleges financial regulations.  1. Trust   To share in the day to day running of the Trust, including:   * Promoting the Trust’s core themes of safeguarding and working with vulnerable young people and helping them to flourish. * Complying with the Trust’s policies and procedures (e.g. 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.   **Additional Duties**  You may be required to carry out additional duties, as the Executive Principal 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 College 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: |

**PERSONAL SPECIFICATION**

**Science Teacher**

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|  | **Essential** | **Desirable** | **MOA** |
| **Qualifications** |  |  |  |
| Qualified Teacher Status; | 🗸 |  | C |
| First degree in related mainstream curriculum subject. | 🗸 |  | C |
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| **Abilities, Experience and Knowledge** |  |  |  |
| Experience of working with students with behavioural difficulties and learning needs on a one-to-one basis or in small groups; |  | 🗸 | A, I, R |
| The ability to record and assess pupils’ progress and performance and write reports on student development; | 🗸 |  | A, I |
| Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment; |  | 🗸 | A, I |
| To be committed to your lessons, planning and able to facilitate high quality learning; | 🗸 |  | A, I |
| Comprehensive knowledge of syllabus area and relevant accreditation; | 🗸 |  | A, I |
| Understanding of Windows software for demonstrating in the classroom and for administration purposes. | 🗸 |  | A, I |
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| **Personal Qualities** |  |  |  |
| Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstances/situations; | 🗸 |  | A, I, R |
| Have a creative approach to problem solving and use this to inspire and motivate students; | 🗸 |  | A, I |
| Have excellent communication skills in order to build rapport with children, colleagues, parents and outside agencies both verbally and in writing. | 🗸 |  | A, I, R |
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| **Special conditions** |  |  |  |
| |  |  |  |  | | --- | --- | --- | --- | | Willing to undertake an Enhanced DBS check; | 🗸 |  | A, I | | 🗸 |  | A, I |
| Willing to work working beyond conventional hours. | 🗸 |  | A |

Methods of Assessment: A = Application, I = Interview and assessment, R = Reference, C = Certificates