WIGMORE SCHOOL ACADEMY TRUST
Job Description

Teacher of Science

Organisation(s): Wigmore High School

Pay Range: MPR/UPR

Contract: Part time fixed term (0.6) Jan 2027 – Aug 2027

Responsible to: Head of Science, Design and Technology

Responsible for: N/A

Main Purpose of Job:

- To provide the highest quality of education and care for all pupils in the school.

Teacher Responsibilities:

- Carry out the duties of a teacher as set out in the current School Teachers' Pay and Conditions Document, the DfE Teachers' Standards and the Wigmore School Academy Trust Teacher Job Description;
- Maintain and develop the ethos, values and overall purposes of the school;
- Maintain high standards of learning and pupil conduct;
- Implement school policies and procedures;
- Communicate politely, effectively and appropriately with all stakeholders.

Specific Responsibilities:

- Ensure all lessons are planned, prepared and delivered to cater for students of all abilities whilst ensuring individual pupil progress;
- Employ a variety of teaching methods appropriate to the age and ability of each individual pupil;
- Maintain an up-to-date knowledge of the subject;
- Be accountable for pupils' attainment, progress and outcomes;
- Use relevant data to monitor progress, set targets and plan subsequent lessons;
- Participate in the development of appropriate syllabi, materials, schemes of work and lesson plans, which engage, stimulate and challenge pupils of all abilities;
- Reflect systematically on the effectiveness of lessons and approaches to teaching;
- Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues;
- Attend INSET/CPD sessions to ensure further professional development;
- Set homework and plan other out-of-class activities according to the school's homework policy;
- Assess pupils in the relevant subject, including statutory and external assessment requirements;
- Keep appropriate records and enter data on the school's management information system as required by whole-school and department policies;
- Communicate effectively with parents (both verbally and in writing) with regard to pupils' achievements and well-being;
- Take responsibility for particular aspects of the subject(s) in consultation with the Head of Department;
- Register each class using the electronic registration system according to school procedures;
- Maintain the allocated teaching areas to ensure that they are conducive to a stimulating and exciting learning experience;
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support;
- Attend and participate actively in meetings with colleagues, parents and other stakeholders;
- Assist in seeking ways of deploying resources to the maximum benefit of the students;
- Ensure that equipment, books and premises are maintained in accordance with school policies;
- Act as a Form Tutor and carry out the duties associated with that role;
- Ensure the care, well-being and safety of all pupils;
- Contribute to PSHE, citizenship, SMSC and other cross-curricular programmes;
- Deploy support staff effectively;

- Cover other teachers' classes in accordance with STPCD guidance;
- Contribute to the wider life of the school by organising and running extra-curricular activities.

General Information:
This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder may be required to undertake other duties of similar level of responsibility.

It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be consulted on any proposed amendments.

It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The postholder must ensure that the confidentiality of personal data remains secure, and the terms of the Data Protection Act and relevant Trust policies are met in respect of information held on the Trust's computerised systems.

The Trust is committed to equality of opportunity. All staff are required to comply with current legislation, Trust policies and good practice guidance.

This job description should be read in conjunction with the Staff Induction Policy, Staff Handbook, Teachers' Standards and the current School Teachers' Pay and Conditions Document.

All staff are required to participate in the Trust's appraisal process and undertake any necessary training and development, to keep up to date with the requirements of the job.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review**.**

Under the H&SAWA 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the Trust on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare.

All staff are required to undertake child safeguarding training, adhering to policies and established practices. This post is subject to an enhanced disclosure.

Executive Headteacher's Name: Rob Patterson

Executive Headteacher's Signature:

Date:

Employee Name:

Employee Signature:

Date:

Date Job Description reviewed:

WIGMORE SCHOOL ACADEMY TRUST
Person Specification

Teacher of Science

	ESSENTIAL	DESIRABLE
Qualifications	• First Degree or equivalent in a science subject (AF) • QTS (AF)	• Recent relevant educational training (AF, I)
Experience	• Teaching science at KS3 and KS4 (AF) • Form tutor experience (AF, I)	• Experience in more than one school (AF) • Contribution to raising standards (AF, I) • Coordination of extracurricular activities (AF, I) • Dealing with parents (AF, I)
Knowledge and Understanding	• Up-to-date subject knowledge (AF, I, R) • Curriculum, teaching strategies and assessment methods for science (AF, I, R) • Outstanding teaching and learning – what it looks like (AF, I, R)	• Current educational initiatives (AF, I, R)
Abilities and Skills	• Excellent literacy skills (AF, I, R) • Excellent ICT skills (AF, I, R) • Ability to teach outstanding lessons (I, R) • Strong behaviour management (I, R) • Ability to communicate effectively with pupils, parents, staff, governors and external agencies (I, R) • Ability to inspire, challenge, motivate and empower others (I, R) • Ability to think creatively to anticipate and solve problems (I, R) • Ability to work under pressure, maintaining a sense of perspective (I, R) • Ability to manage own time effectively (I, R) • Excellent communication skills (I, R)	• Ability and willingness to teach a second subject (AF, I, R) • Ability to initiate and develop ideas (I, R)
Personal Attributes	• Resilient (I, R) • Reliable (I, R) • Committed (I, R) • Honest (I, R) • Trustworthy (I, R) • Dedicated (I, R) • Patient (I, R) • Loyal (I, R) • Good sense of humour (I, R) • High expectations of self and others (I, R)	

Other Factors	• Good attendance record (R) • Outstanding references (R) • A commitment to high educational standards, which maximise the achievements of all pupils (I, R) • A commitment to equality of opportunity for all pupils (I, R) • A belief in working in partnership and as part of an established team (I, R) • A commitment to continuous professional development (I, R) • A willingness to reflect upon experiences in a critical and constructive manner (I, R)	• A willingness to take on responsibility (I) • Aspiration to become a Middle Leader within the next 5 years (I)

Evidence Key:

(AF) – Application Form
(I) – Interview
(R) - References