****

|  |
| --- |
| Job Description |

|  |
| --- |
| Teacher of Science |

|  |
| --- |
| **Reporting to:** Head of Department  **Accountable to:** The Principal  **Tenure:** 0.4 FTE, temporary  **Salary:** Sixth Form College’s Pay Spine Points 1 – 9, £30,500 - £47,133 FTE |

|  |
| --- |
| **Duties and Responsibilities**:  The generalised duties and responsibilities laid down in the Teachers Statement of Conditions of Employment apply to all staff. These should be read in conjunction with this outline job description.   1. To undertake the teaching and support of students working on A Level and Vocational Science courses up to level 3, or any other programmes, using a variety of teaching methods and learning styles. 2. To participate under the direction of the Head of Department (HoD) and/or Assistant Principal (AP) in the development of appropriate specifications, schemes of work, supported self study material and the use of information technology. 3. To participate as a member of a team in the organisation of course material, resources and stock maintenance and the general management of subject areas. 4. To ensure that displays are regularly updated and that the room in which they teach is generally kept in good order, with any problems reported using the normal College procedure. 5. To take part, where appropriate, in the College personal guidance programme and recreational activities. 6. To participate in appropriate meetings with colleagues, progress coaches and parents. 7. To set appropriate work/homework for students. 8. To maintain detailed records of each student's attendance and progress. 9. To discuss with students regularly their progress and to refer, as appropriate, students to the AP, HoD or Learning Progress Tutors. 10. To participate in appropriate CPD. 11. To undertake such other duties relevant to and connected with the teaching and running of the College as the Principal may reasonably require, which may include the teaching, or a contribution to the teaching of, other subjects or teaching elsewhere. 12. To negotiate an appropriate range of courses for each student during the induction period and monitor and adapt this provision whenever necessary in consultation with other staff and the student. 13. To liaise with subject teachers and other colleagues as necessary. 14. To liaise closely with the HoD and/or AP and refer students as appropriate. 15. To liaise with parents/guardians/external agencies as appropriate. 16. To monitor and develop each student's profile and to prepare initial drafts of references and reports as required. 17. To provide information and data as and when required. 18. To attend parents' evenings and discuss students' progress. 19. To participate in appropriate meetings with colleagues in addition to those specified in the College calendar. 20. To undertake other reasonable duties as required by the Principal. |

**Person Specification**

| **ESSENTIAL** | **Method of Assessment** | **Short listing Column** |
| --- | --- | --- |
| * Graduate in an appropriate science subject with a recognised teaching qualification, preferably a PGCE, and relevant vocational experience. | A |  |
| * Experience of teaching A level in Biology and Applied Science. | A/I |  |
| * Experience of post-16 teaching. | A |  |
| * Ability to work as a member of a team. | I |  |
| * Organisational skills and the ability to develop new resources as a member of a team. | I |  |
| * Awareness of the needs of students in the post-16 education sector. | I |  |
| * Professional competency using a broad range of teaching and learning styles. | I |  |
| * Willingness to contribute to the extra-curricular life of the College. | I |  |
| * Awareness of recent educational developments in the post 16 sector. | I |  |
| * Recognition and support for the Gateway College educational philosophy of individual support, personal choice and positive achievement. | I |  |
| * A sense of humour, patience, resilience and energy at all times. | I |  |
| * A commitment to all students and a clear understanding of all equal opportunities. | I |  |

|  |  |  |
| --- | --- | --- |
|  | **Method of Assessment** | **Short listing Column** |
| **DESIRABLE** |  |  |
| * Extra academic qualification, including the ability to offer a second teaching discipline, within the Science team. | A |  |
| * Successfully taught a wide range of student abilities and experience of curriculum development. | A |  |
| * Evidence of working effectively as part of a team. | I |  |
| * Evidence of curriculum resource development. | I |  |
| * Recognition of quality standards and procedures in teaching and learning. | I |  |
| * Ability to offer an ‘additional study’ or recreational activity. | I |  |
| * Familiarity with new curriculum developments in Science at A Level and vocational courses. | I |  |
| * Knowledge of inclusive learning, widening participation and skills for life philosophies. | I |  |

A = Application form

I = Interview

|  |
| --- |
| **Notes:**  The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment and our equal opportunities policy.  This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.  This job description is not necessarily a comprehensive definition of the post and is subject to review following consultation.  **This post is subject to enhanced disclosure from the Disclosure and Barring Service (DBS).** |
| **Gateway College is subject to the Safeguarding Vulnerable Groups Act 2006 which requires that any candidate appointed must produce:**   * **A DBS clearance certificate** * **Proof of identity** * **Proof of qualifications** * **Proof of the right to work in the UK.**   **All of these documents must be produced BEFORE commencement of employment.** |