

Section 3: Job Description

Post Title	Teacher of Science
Purpose	▪ To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate. ▪ To monitor and support the overall progress and development of students as a teacher/form tutor. ▪ To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential. ▪ To contribute to raising standards of pupil attainment. ▪ To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
Reporting To	Curriculum Leader of Science
Responsible for:	The provision of a full learning experience and support for students
Liaising with:	Senior Leadership team, teaching/support staff, LEA representatives, external agencies
Working Time:	195 days per year Full time
Salary/Grade:	MPS/UPS
MAIN (CORE) DUTIES	
Teaching	▪ To teach students according to their educational needs, including the setting and marking of work to be carried out by the students in school and elsewhere. ▪ To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. ▪ To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of students. ▪ To ensure that ICT, literacy, numeracy and school subject specialisms are reflected in the teaching and learning experience of students. ▪ To undertake a designated programme of teaching. ▪ To ensure a high-quality learning experience for students which meets internal and external quality standards. ▪ To prepare and update subject materials. ▪ To use a variety of delivery methods which will stimulate learning appropriate to students' needs and the demands of the syllabus.

	▪ To maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. ▪ To undertake assessment of students as requested by external examination bodies, departmental and school procedures. ▪ To mark, grade and give written/verbal and diagnostic feedback as required.
Operational/ Strategic Planning	▪ To assist in the development of appropriate syllabi, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department. ▪ To contribute to the curriculum area and department's plan and its implementation. ▪ To plan and prepare courses and lessons. ▪ To contribute to the whole school's planning activities.
Curriculum Provision and development	▪ To assist the Curriculum Leader and senior leadership in ensuring that the curriculum area provides a range of teaching that supports the school's strategic objectives. ▪ To assist in the process of curriculum development and change to ensure continued relevance to pupils' needs, examining bodies and the school's aims and ethos.
Curriculum Development	▪ To lead curriculum development for the whole area with particular emphasis on the relevant aspects ▪ To keep up to date with national developments in the curriculum area and teaching practice and methodology ▪ To actively monitor and respond to curriculum development and initiatives at national, regional and local levels ▪ To liaise with the Curriculum Leader to maintain accreditation with the relevant examination and validating bodies
Professional Development	▪ To take part in the school's staff professional learning programme by participating in arrangements for further training and professional development. ▪ To continue professional development in the relevant areas including subject knowledge and teaching methods. ▪ To engage actively in the School's Performance Development process. ▪ To ensure the effective/efficient deployment of classroom support. ▪ To work as a member of a designated team and to contribute positively to effective working relations within the school.
Quality Assurance	▪ To help to implement and adhere to school quality procedures. ▪ To contribute to agreed school monitoring and evaluation processes, including evaluation against quality standards

	and performance criteria, and to implement modification/improvement when required. ▪ To review methods of teaching and programmes of work. ▪ To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and personal functions of the school.
Management Information	▪ To maintain appropriate records and to provide relevant, accurate and up to date information for MIS, registers etc. ▪ To complete the relevant documentation to assist in the tracking of students. ▪ To track student progress and use information to inform teaching and learning.
Communications	▪ To communicate effectively with the parents of students as appropriate. ▪ To communicate and co-operate, where appropriate, with persons or bodies outside the school. ▪ To follow agreed policies for communications in the school. ▪ To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Review Days and liaison events with partner schools. ▪ To contribute to the development of effective subject links with external agencies.
Management of Resources:	▪ To contribute to the process of the ordering and allocation of equipment and materials. ▪ To assist the Curriculum Leader in identifying resource needs and to contribute to the efficient/effective use of physical resources. ▪ To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students.
Pastoral System	▪ To monitor and support the overall progress and development of pupils within the department. ▪ To monitor pupil targets and attendance, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. ▪ To act as a form tutor and to carry out the duties associated with that role as outlined in the generic job description for teachers. ▪ To contribute to PSHCE, citizenship and enterprise according to school policy. ▪ To ensure the behaviour management system is implemented in the department so that effective learning can take place.

Additional Duties:	▪ To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
Other Specific Duties: <i>Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.</i> <i>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</i> <i>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</i> <i>The school will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</i> <i>The job description is current at the date shown, but, in consultation with you, may be changed by the headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</i>	

Person Specification

PLEASE NOTE: The Selection Panel will use the criteria below to shortlist. Only those applicants who demonstrate that they meet all the essential criteria to the Panel's satisfaction will be invited to interview.

***A** – Application form/supporting statement **I** – Interview **R** – Reference

Selection Criteria	Essential or Desirable	How Assessed
Education/ Qualifications & Professional Development		
Degree or equivalent qualification	E	A
Qualified teacher	E	A
Experience and knowledge of teaching and learning		
Experience of teaching Science at Key Stages 3 and 4.	E	A,I,R
Experience of teaching across the age and ability range	E	A,I,R
Experience of addressing/responding to the needs of pupils to improve outcomes and achievements	E	A,I,R
Experience of using a range of teaching and learning styles to ensure students learn effectively	E	A,I,R
Experience of working with a tutor group	D	A,I,R
Commitment to a full and enriching curriculum	E	A,I,R
Professional Attributes		
A commitment and personal enthusiasm for the school's mission 'We Aim High, we expect the best for everyone, and we value our community'	E	A,I
Clear expectations on student behaviour and discipline	E	A,I
Administrative and organisational skills, with good attention to detail	E	A,I,R
A desire to engage and work collaboratively with parents, carers and other stakeholders to improve the life chances of our pupils	E	A,I
Excellent written and oral communication skills	E	A,I,R
Competence in and the understanding of, the use of ICT as a management and education a tool	E	A,I
Personal Qualities		
Ability to work co-operatively with a wide range of staff and as part of a team	E	A,I,R
Ability to relate positively to students and show a fundamental commitment to them and their development	E	A,I,R

Ability to work in partnership with Governors, parents and the community	E	A,I,R
Commitment to achieving high standards	E	A,I,R
Enthusiasm for Science	E	A,I,R
Demonstrate a capacity to work with energy, vigour and resilience to achieve the aims and goals of Saddleworth School	E	A,I,R
Safeguarding		
Proven commitment to and up to date knowledge of the protection and safeguarding of children and young people	E	I,R
The ability to form and maintain appropriate relationships and personal boundaries with young people	E	I,R
Knowledge and understanding of, and willingness to cooperate and work with relevant agencies to protect young people	E	I,R
Proven and demonstrable experience and commitment to promoting positive behaviour and values amongst staff and pupils and address/respond appropriately to concerns and issues	E	A,I,R