



VERULAM
SCHOOL

Headteacher: Julie Richardson

Brampton Road
St Albans
Hertfordshire
AL1 4PR
Tel: 01727 766100

www.verulamschool.co.uk
Email: head@verulam.herts.sch.uk

JOB DESCRIPTION

Job Title: Teacher of Science – Maternity Cover
Scale: MPS / UPS
Accountable to: Head of Science

Overall responsibility:

- To promote effective learning, maintaining high standards of attainment through positive attitudes to learning and discipline within the curriculum as specified in the departmental schemes of work.

Key Accountabilities

1. Teach the subject specialism and other areas where required, in accordance with the school timetable, the school's teaching and learning policy and be an active part of the curriculum team.
2. Management of students in a curriculum area with maintenance of all relevant data.
3. Building strong home – school links.
4. Delivery of a curricular programme through timetabled lessons, other areas of the curriculum and extended curriculum, e.g. trips or clubs.
5. Maintenance of a positive disciplinary system.

Key Tasks

1. Maintain, monitor and raise the standards of attainment for the subject area.
2. Liaise and meet with Head of Department or Faculty or form tutor as necessary regarding pupil progress.
3. Attend and actively participate in department, staff and staff development meetings, including the discussion of academic achievement and progress.
4. Monitor the attendance, punctuality and academic performance of students in their subject area, liaising with the EWO, SENCO and other external support services where appropriate.
5. Report to the Head of Department or Faculty on the quality of student presentation, class work and homework through regular monitoring.
6. Publicise and monitor the extra – curricular opportunities within school.

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7. Administer the school's behaviour policies and procedures, setting and overseeing the distribution of detentions and merits and report back to HOD / HOF on development and progress in order to improve achievement.
8. Maintain good communications between the school and parents / guardians when necessary and called upon to do so.
9. Maintain good classroom management in line with the Department, Faculty and whole school policies.
10. Effectively plan and deliver the schemes of work for that subject area through the setting and marking of class work and homework, ensuring regular, appropriate assessment opportunities take place as well as the implementation of whole school policies, reporting back to HOD / HOF on progress.
11. Plan, deliver, mark and moderate where necessary the examinations syllabus.
12. Maintain, organise and share attainment data with staff and parents, preparing reports, attending and participating in Consultation Evenings.
13. Participate in the Performance Review process of the department and the school.
14. To manage and keep in good repair the rooms and resources utilised.
15. To be an active member a duty team.

All members of staff are required to comply with the general conditions of employment of school teachers as defined by the latest DfES Pay and Conditions Document.

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