

### Job Description – Subject Teacher - Science

Post title	Subject Teacher
Core Purpose	<ul style="list-style-type: none"> <li>• Teach students assigned to the teacher and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs.</li> <li>• Contribute to raising standards of student attainment.</li> <li>• Monitor and assess student progress to improve their quality of learning and personal growth</li> <li>• Undertake the duties of a Form Tutor when required to do so in accordance with the role description</li> <li>• Undertake the duties and responsibilities specified by the current STPC document.</li> </ul>
Line Managed by	Curriculum Leader
Line Management Responsibility	None
Working time	1.0 FTE
Salary/Grade	MPS
Core Responsibilities	<ul style="list-style-type: none"> <li>• Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the department and contribute to the department's development plan and its implementation.</li> <li>• Plan and prepare courses and lessons and contribute to the Academy's planning activities and strategic objectives.</li> <li>• Take part in the Academy staff development programme by participating in arrangements for further training and professional development and continue personal development including subject knowledge and teaching methods.</li> <li>• Engage actively in the Appraisal process.</li> <li>• Ensure the effective/efficient deployment of classroom support</li> <li>• Contribute to the process of monitoring and evaluation and review of the curriculum area/department in line with agreed Academy procedures and implement modification and improvement where required.</li> <li>• Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.</li> <li>• Maintain appropriate records and provide relevant accurate and up-to-date information for MIS, registers, etc.</li> <li>• Take part in marketing and liaison activities such as Open Evenings Parents Evenings, Review days and liaison events with partner schools.</li> <li>• Assist the Curriculum Leader to identify resource needs and contribute to the efficient/effective use of physical resources.</li> <li>• Alert the appropriate staff to problems experienced by students</li> </ul>

	<p>and to make recommendations as to how these may be resolved.</p> <ul style="list-style-type: none"> <li>• Communicate, as appropriate, with the parents of students and with external agencies concerned with the welfare of individual students, after consultation with the appropriate staff</li> <li>• Maintain discipline in accordance with the Academy procedures, and encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>• Teach students according to their educational needs</li> <li>• Set and mark appropriate work, both in class and for homework, for students to assess progress and inform future learning</li> <li>• Assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li> <li>• Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>• Be responsible for the condition of the teaching space used and report any damage to fixtures or fittings to the Curriculum Leader.</li> <li>• Attend departmental meetings for those subjects to which a contribution is made as a teacher, and any other meetings as reasonably directed by the Principal.</li> <li>• Consult with form tutors over individual students and cooperate in any agreed courses of action.</li> <li>• Attend appropriate Parents' Evenings, well prepared to discuss the work and progress of students with parents, write appropriate reports and references and ensure that any followup work is carried out</li> <li>• Assist, as required, the Curriculum Leader in the setting, marking and grading of any examinations or assessment procedures.</li> <li>• Ensure the appropriate care of text and exercise books and expect a high standard of presentation in written work at all times.</li> <li>• Carry out a share of supervisory duties in accordance with published rosters.</li> <li>• Play a full part in the life of the Academy community, support its distinctive mission and ethos and encourage staff and students to follow this example.</li> <li>• Support the Academy in meeting its legal requirements for worship.</li> <li>• Promote actively the Academy's corporate policies.</li> <li>• Continue personal development as agreed.</li> <li>• Comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.</li> </ul>
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N.B.	<p>□ Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>
	<ul style="list-style-type: none"> <li>□ 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.</li> <li>□ This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.</li> </ul>