

## Job Description: **Teacher of Science (Maternity Cover)**

<b><u>Responsible to</u></b>	The Head of Science
<b><u>Responsible for</u></b>	To carry out the professional duties of a teacher as circumstances may require, in accordance with the school's policies under the direction of the Principal.
<b><u>Aim of the Post</u></b>	Teach allocated students by planning their teaching to achieve progression of learning
<p><b><i>Frewen College is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening, including checks with past employers and the DBS.</i></b></p>	
<b><u>Principal Responsibility Areas</u></b>	<p>In addition to the role of Classroom Teacher and Form Tutor, a member of staff in charge of Science will:</p> <ol style="list-style-type: none"><li>1. Co-ordinate the provision of Science for pupils, and maintain and oversee appropriate record keeping systems.</li><li>2. Support and monitor the identification and assessment of pupils' needs in Science.</li><li>3. Liaise with parents, pupils and outside agencies.</li><li>4. Set tasks which challenge students and ensure high levels of interest</li><li>5. Set appropriate and demanding expectations</li><li>6. Set clear targets, building on prior attainment</li><li>7. Provide clear structures for lessons maintaining pace, motivation and challenge</li><li>8. Make effective use of assessment and ensure coverage of programmes of study</li></ol>

	<ol style="list-style-type: none"> <li>9. Maintain discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work</li> <li>10. Ensure students acquire and consolidate knowledge, skills and understanding in Science</li> <li>11. Evaluate own teaching critically to improve effectiveness</li> <li>12. Ensure the effective and efficient deployment of classroom support</li> </ol>
<p><b><u>Key Tasks</u></b></p>	<ol style="list-style-type: none"> <li>13. Seek to create the highest standards for all by promoting enthusiasm for Science and through extra-curricular activities to develop pupils' enjoyment in learning</li> <li>14. Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching</li> <li>15. Mark and monitor students' work and set targets for progress</li> <li>16. Assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving</li> <li>17. Undertake assessment of students as requested by examination bodies, departmental and school procedures</li> <li>18. Prepare and present informative reports to parents</li> <li>19. Support members of staff in maintaining firm but fair discipline, where necessary liaising with the Form Tutor/Deputy Head, before contacting parents.</li> <li>20. Advise on setting targets for the improvement of pupils learning.</li> </ol>

	<p>21. Assist pupils making choices at 14+ and 16+ with up-to-date advice and detailed entries in the option booklets for GCSE and Sixth Form courses.</p> <p>22. Maintain adequate Health and Safety procedures and undertake appropriate Risk Assessments.</p> <p>23. Maintain appropriate procedures for:</p> <ul style="list-style-type: none"> <li>i) assessing progress of pupils, including internal and external examinations and moderation to maintain comparability of standards;</li> <li>ii) recording achievement with suitable reward as required;</li> <li>iii) considering remedies for under achievement;</li> <li>iv) providing challenging work when needed;</li> <li>v) reporting as required to parents.</li> </ul>
<p><b><u>General Teacher Duties</u></b></p>	<p>24. To carry out duties as detailed in the Teachers' (Terms and Conditions of Service) Regulations</p> <p>25. To carry out all duties in a manner which complies with:</p> <ul style="list-style-type: none"> <li>(a) current Health and Safety Regulations</li> <li>(b) the requirements of the Children's Charter</li> <li>(c) the School's security requirements</li> <li>(d) the requirements of Frewen College's policy documents</li> </ul> <p>26. To act as a Form Tutor to an assigned class and to carry out related duties in accordance with the general job description of a Form Tutor if required.</p> <p>27. To maintain high and exemplary standards in terms of preparation, classroom management, display and assessment.</p> <p>28. Ensure that a stimulating and relevant programme of study is followed for each child and high standards are achieved.</p> <p>29. To carry out a share of pupil supervisory duties including Prep, in accordance with published rosters.</p>

	<p>30. To participate in appropriate meetings with colleagues, parents and pupils.</p> <p>31. To implement all school policies and procedures.</p> <p>32. To play an active part in promoting the school ethos, vision, mission and values.</p> <p>33. To be responsible for the organisation and delivery of some school extra-curricular activities.</p> <p>34. To undertake all reasonable duties as requested by the Principal.</p> <p>35. To perform any other key tasks which the Principal may reasonably assign.</p>
<p><b><u>Terms and Conditions</u></b></p>	<p>These duties are not necessarily comprehensive and are subject to annual amendment by the Principal after consultation with the post holder.</p> <p>In the event of these duties not being performed to the satisfaction of the Principal and Governors, the matter will be dealt with in accordance with disciplinary procedures agreed by the Principal and Governors.</p> <p>Terms and conditions of employment are set out in the Letter of Appointment/Contract.</p>

Signed: ..... Date: .....

Signed: ..... Principal

Person Specification: **Teacher of Science (Maternity Cover)**

**Necessary Criteria**

- Suitable to work with children

**Qualifications and Experience**

- Honours Degree in Science or equivalent.
- PCGE or equivalent.
- Specialist SEN qualification desirable but not essential.
- Exemplary classroom practitioner.
- Teaching Science at KS3, KS4.
- Awareness of curriculum issues relating to Science.
- Meeting the needs of students with Special Educational Needs.
- Awareness and promotion of the use of ICT in the Science curriculum.
- Pastoral work in a school setting desirable.

**In-Service Training**

- Up to date subject and National Curriculum knowledge and skills.
- A programme of relevant recent courses undertaken.

**Skills**

- Good administrative skills.
- Capacity to lead and inspire pupils of all abilities.
- Ability to establish clear expectations and constructive working relationships amongst staff and pupils.
- Evidence of developing schemes of work.
- Ability to motivate and encourage participation in Science activities both inside and outside the classroom.
- Proven communication, organisational and interpersonal skills.
- Ability to work effectively both as part of a team and also independently.
- ICT competence.

**Personal Skills and Qualities**

- Confidence, tenacity, flexibility and adaptability.
- Empathy for pupils, parents, staff and the community.
- Energy and commitment.
- A sense of humour and can-do attitude.