

JOB DESCRIPTION

JOB TITLE:	Teacher - Science
GRADE/SALARY:	MPR/UPR
REPORTING TO:	Director of Science and/or a Senior Leader

JOB PURPOSE

To undertake an appropriate teaching commitment and associated duties in accordance with school policy, Teachers' Pay and Conditions of Service and the Teachers' Standards.

Ensure a high quality learning experience that meets both internal and external quality standards and provides students with the opportunity to achieve their personal excellence.

To contribute to raising standards of student achievement and attainment in Science.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

General Requirements

- Understand and follow all safeguarding and child protection policies and practices;
- Undertake the normal responsibilities of an effective class teacher;
- Attend and participate in relevant meetings/open/parent evenings;

Teaching and Learning

- Assist in the development of appropriate specifications (syllabuses), resources, schemes of work, teaching strategies and marking policies and assessment procedures in Science
- Plan and prepare courses and lessons
- Teach students according to their educational needs, including the setting and marking of work carried out by the student in school and elsewhere
- Communicate effectively and professionally with parents and carers on student progress and welfare, after consultation with appropriate staff
- Liaise with pastoral leaders to ensure the implementation of the school's pastoral system, including the identification of any perceived student difficulties and possible resolutions
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- Undertake a designated programme of 1:1 teaching and small group intervention as required
- To prepare and update subject materials
- Ensure wall displays and the learning environment support and reflect Learning and Teaching strategies
- Assist in the implementation of the Positive Discipline policy so that effective learning can take place, including high expectations in respect of punctuality, standards of work and homework

- Share in the management of the behaviour of students including the break duty rota
- Maintain appropriate records and provide relevant accurate and up-to-date information for Management Information Systems (MIS), registers, etc.
- Complete the relevant documentation for the tracking of students and to track student progress to inform teaching and learning, ensuring expected progress or higher
- Assist the Head of Department/Faculty to identify resource needs and with the process of ordering and allocating equipment and materials
- Take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools
- Contribute to Personal Development Curriculum, Citizenship and Enterprise according to the school policy
- Assess, record and report on student attendance, progress, development and attainment Undertake assessment of students as requested by external examination bodies, departmental and school procedures
- Mark, grade and give written/verbal and diagnostic feedback as required
- Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- Assist the Head of Department, Head of faculty and School Leadership and Management Team to establish, monitor, evaluate and develop Learning and Teaching and the curriculum, to meet the needs of students, examining and awarding bodies and the school's aims.
- Take part, as required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- Actively engage in the school's Performance Management process.
- Take part in the school's staff development programme by participating in arrangements for further training and professional development
- Lead by example and promote and enable team work in pursuit of corporate excellence
- Understand the importance of inclusion, equality and diversity both when working with students and colleagues and to promote equal opportunities for all
- Follow the school's agreed policies for communications in the school
- Co-operate with other staff to ensure resources are shared and used effectively and to the benefit of the School, Department and students.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

General Responsibilities

- Take a proactive approach to health and safety, working with others to minimise and mitigate potential hazards and risks (including safeguarding students)
- Actively promote the school's policies, procedures and codes of practice, including those relating to Health and Safety, Equal Opportunities, etc.
- Be a Form Tutor and carry out the duties associated with the role as outlined in the generic job description
- Maintain confidentiality and observe data protection and associated guidelines where appropriate
- Contribute to the school marketing activities, e.g. the collection of material for press releases
- Undertake such duties and responsibilities at a similar level as may be agreed with the Head of School.

Safeguarding Children

- Understand fully the duties and responsibilities in relation to child protection and safeguarding children and young people;
- Understand fully the school's child protection policy and to ensure that all issues relating to pupils' safeguarding are reported immediately to the designated members of staff;

People and relationships

- To assist with liaison and co-operative working across the Ponterfract Academies Trust;
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society;
- Sustain effective, positive relationships with all staff, pupils, parents, school leaders and governors, Trustees, and the local community;
- Support the management of innovation and change;
- Work collaboratively with the Trust community of schools;
- Maintain effective working relationships with external agencies and services contract to the school and/or Trust.

Other Duties and Responsibilities

- Help to create an outward-facing school which works with other schools within the Trust and external to the Trust, organisations and the local community in a climate of mutual challenge to champion best practice and secure excellent achievements for all pupils;
- Set a good example in terms of compliance with the Trust dress code, punctuality and attendance.
- Adhere to the Trust Code of Conduct for Employees.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

PERSON SPECIFICATION

			Assessed by:	
No.	CATEGORIES	ESSENTIAL/ DESIRABLE	APP FORM	INTERVIEW/ TASK
QUALIFICATIONS				
1.	Qualified Teacher Status; Degree/PGCE or equivalent qualifications.	E	√	√
2.	Other educational or professional qualifications.	D	√	√
EXPERIENCE				
3.	To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 in relation to child protection and safeguarding children and young people as this applies to the teachers' role within the school.	E	√	√
ABILITIES, SKILLS AND KNOWLEDGE				
4.	Proven ability to implement strategies, including interventions, for raising pupil achievement in the classroom.	E	√	√
5.	Excellent people skills – motivating, nurturing and challenging children and adults to achieve their best.	E	√	√
6.	ICT skills.	E	√	√
7.	Experience in working with other partners	D	√	√
8.	Experience in managing non-teaching staff.	D	√	
PROFESSIONAL ETHOS AND COMMITMENT				
9.	Committed to supporting and nurturing the Pontefract Academies Trust vision and values.	E	√	
10.	High expectations for self and others and a strong commitment to raising achievements.	E	√	
11.	Evidence of a commitment to own professional development and impact on practice.	E	√	
12.	Commitment to promote home-school partnerships.	E	√	

No.	CATEGORIES	ESSENTIAL/ DESIRABLE	Assessed by:	
			APP FORM	INTERVIEW/ TASK
13.	High expectations for pupil attendance, behaviour and strategies to meet the personalised and emotional needs of every child.	E	√	
14.	Awareness and willingness to be involved in partnerships that support the Trust and the school.	D	√	
15.	Experience of innovation and creativity in the curriculum.	D	√	