

## Teacher Of Science Job Description and Person Specification Form

<b>Job description</b> The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
<b>Summary of the role:</b>	<b>Hours of work:</b> Full-time <b>Salary:</b> Main Pay Scale + School Allowance
<b>Line management responsibility for</b>	The Teacher of Science will deliver high quality Science teaching to pupils within the Senior School and fully support the activities within the Science Department.
<b>Functional Relationships with:</b>	Senior Leadership Team Head of Science and Physics Teacher(s) of Science Senior Science Technician
<b>Main duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>• Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> <li>• Providing stimulating and academically rigorous teaching of Biology, Chemistry or Physics up to A level, including the preparation of Oxbridge candidates;</li> <li>• Keeping up-to-date with current developments in content and methods of the subject, remaining familiar with external examinations requirements;</li> <li>• Implementing strategies to continue the rise in academic achievement;</li> <li>• Developing teaching resources in Science, particularly with regard to differentiation for pupils of different abilities (G&amp;T, EAL and LDD), and the increased use of ICT;</li> <li>• Maintaining a sequence of classroom displays and other curriculum materials, to create a stimulating and welcoming environment;</li> <li>• Attending department meetings and liaising with science teachers within the department;</li> <li>• Preparing and updating of schemes of work to meet examination syllabus demands</li> </ul>

	<ul style="list-style-type: none"> <li>• Making a full and dynamic contribution to the Science Department and its extra-curricular activities;</li> </ul>
<p><b>Line management duties and responsibilities</b></p>	<p>A classroom teacher’s professional duties are deemed to include the following:</p> <p><b>Teaching</b> (having regard to the curriculum of the school):</p> <ul style="list-style-type: none"> <li>▪ planning and preparing courses and lessons;</li> <li>▪ teaching the pupils assigned to the teacher (according to their educational needs) and setting and marking work to be carried out by the pupils in school or elsewhere;</li> <li>▪ assessing, recording and reporting on the development, progress and attainment of pupils;</li> <li>▪ Implementation of whole school academic policies.</li> </ul> <p><b>Other activities</b></p> <ul style="list-style-type: none"> <li>▪ promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to the teacher;</li> <li>▪ providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports;</li> <li>▪ making records of, and reports on, the personal and social needs of pupils;</li> <li>▪ communicating and consulting with the parents of pupils;</li> <li>▪ communicating and co-operating with persons or bodies outside the school; and</li> <li>▪ participating in meetings arranged for any of the purposes described above.</li> </ul> <p><b>Assessments and reports</b></p> <ul style="list-style-type: none"> <li>▪ providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>▪ participating in the arrangements for Professional Development</li> </ul> <p><b>Review: further training and development</b></p> <ul style="list-style-type: none"> <li>▪ reviewing methods of teaching and programmes of work; and</li> <li>▪ participating in arrangements for further training and professional development.</li> </ul> <p><b>Educational methods</b></p> <ul style="list-style-type: none"> <li>▪ advising and co-operating with the Headteacher and other teachers on the preparation and development of</li> </ul>

courses of study, teaching materials, teaching programmes, methods of teaching and assessment, and pastoral arrangements.

**Discipline, health and safety**

- maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

**Staff meetings**

- participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

**Covering for absent colleagues**

- supervising and “so far as is practicable” teaching any pupils whose teacher is not available.

**Public examinations**

- participating in arrangements for (i) preparing pupils for public examinations and (ii) assessing pupils for the purposes of such examinations;
- recording and reporting such assessments; and
- participating in arrangements for pupils’ presentation for, and supervision during, such examinations.

**Management**

- contributing to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new and probationary teachers;
- co-ordinating or managing the work of other teachers; and
- taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

**Administration**

- participating in administrative and organisational tasks related to the duties described above, including (i) the management or supervision of persons providing support for the teachers in the school and (ii) the ordering and allocation of equipment and materials;
- attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

It is important to note that this job description is a guide to the work you will be required to perform. This job

	description will be reviewed at least once each year. It may be subject to modification or amendment at any time after consultation with the holder of the post. You may also be required to undertake such other comparable duties as the Head requires from time to time.
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<b>Person Specification</b> The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<p><i>The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received</i></p> <ul style="list-style-type: none"> <li>• Good Honours Degree in a related discipline</li> <li>• Post Graduate Certificate in Education</li> </ul>	<p><i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that <b>they should ideally have</b> received</i></p> <ul style="list-style-type: none"> <li>• Degree at 2:1 level or higher</li> <li>• A Second Degree or additional qualification</li> </ul>	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>
<b>Experience</b>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to <b>predict</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• A proven track record of achieving excellent results</li> <li>• Experience of teaching able pupils at Key Stages 3 and 4, including</li> </ul>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to <b>contribute to</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Evidence of successful teaching of, or ability to deliver Advanced Level courses.</li> <li>• Experience as a Form Tutor</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

	the delivery of GCSE Science		
<b>Skills</b>	<p><i>The skills <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• An ability to teach Science to Advanced Level</li> <li>• Excellent communication skills</li> <li>• Excellent ICT skills</li> <li>• An ability to generate self confidence in pupils</li> </ul>	<p><i>The skills that would <b>enable</b> the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
<b>Knowledge</b>	<p><i>The knowledge <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Detailed knowledge and understanding of the Science and Science curriculum in Years 7 to 13</li> <li>• Knowledge and understanding of teaching and learning styles</li> <li>• Knowledge of how to make learning accessible and enjoyable for the most able and those with learning difficulties</li> </ul>	<p><i>The knowledge that would <b>enable</b> the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

<p><b>Personal competencies and qualities</b></p>	<p><i>The personal qualities that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> <li>• A passion for education</li> <li>• Excellent inter-personal skills</li> <li>• Ability to manage time demands and ensure deadlines are met</li> <li>• A willingness to contribute to the School's ethos</li> <li>• A willingness to contribute to the School's extra-curricular programme</li> <li>• Can show enthusiasm, tenacity and resilience with the ability to work under pressure, while maintaining a sense of humour</li> </ul>	<p><i>The personal qualities that would <b>assist</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Evidence of commitment to improving leadership skills through continuous professional development and training</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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