



Job Description

1. To attend all formal Science Department meetings and any other relevant school meetings
2. To ensure that all schemes of work followed are adhered to and effectively taught
3. To assist in the preparation and marking of assessments at KS3, KS4 and KS5 Science as appropriate
4. To assist in the implementation and preparation of all Science schemes of work
5. To ensure that classroom management, preparation, marking and assessment techniques are carried out in accordance with departmental policies and guidelines
6. To assess and monitor progress and development of designated students and to contribute to raising standards of student attainment and achievement.
7. To assist Head of Science and Key Stage coordinators with any necessary administration
8. To instruct technicians as required of any task to be carried out to ensure that the curriculum runs smoothly and that labs are maintained to a high standard
9. To fulfil other professional duties as outlined in the Teachers Conditions of Service
10. To ensure that all policies and procedures as outlined in the school and departmental handbooks are adhered to and actively promoted, in particular that work is set for classes missed through absence and that this work is phoned in to the Head of Science or Second in Department.
11. To support the Head of Department in all matters of quality assurance.
12. To liaise fully with staff and parents as necessary with respect to all aspects of their students' progress.
13. To play a full part in the life of the school community to support its distinctive Catholic mission and ethos and to encourage staff and students to follow this example.
14. To engage actively in the performance management review process.
15. To act as a form tutor and carry out the duties associated with the role as outlined in the generic job description.
16. To assist in the implementation of the behaviour management system in the school so that effective learning takes place.
17. To undertake any reasonable task as directed by the Headmaster or Line Manager.
18. 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. The following duties are expected of all staff.
19. Proactively ensuring the effective implementation of Safeguarding and other related policies.
20. To comply fully with all relevant statutory regulations as well as all school policies, Health & Safety regulations etc. communicating effectively with all relevant stakeholders including colleagues, students, parents and outside agencies as appropriate.
21. Responsible to the Headmaster, SMT and the Subject leader.
22. To be an outstanding classroom practitioner by consistently planning and delivering outstanding lessons that will allow stimulating and enjoyable learning to take place.
23. Secure strong subject knowledge and keep your teaching skills up to date.
24. Set high expectations which inspire, motivate and challenge pupils.
25. Adapt teaching to respond to the strengths and needs of all pupils.
26. Make accurate and productive use of assessment.
27. Contribute to the development of policies and Schemes of Learning as requested.
28. Ensure that the school's quality assurance procedures are followed.
29. Mark, assess and report on pupils' achievement and maintain accurate records as stated in our school's policies.
30. Maintain an orderly classroom environment including neat storage and learning centred display.
31. Meet deadlines for reports, marking, submission of assignments and assessment data.
32. Prepare pupils for examinations and take part in moderation or standardisation exercises as required by the school or the examination boards.
33. Provide a welcoming environment to visitors and respond within 24 hours to telephone calls and within 7 days to written correspondence.





34. Ensure that all classes are taught according to school policy and that National Curriculum and examination syllabus regulations are carefully followed at all times.
35. To attend regular department meetings and to liaise with the relevant staff to ensure that they are kept up to date with key issues.
36. To participate in the programme of after school revision classes according to department requirements.
37. To ensure the effective and efficient deployment of classroom support.
38. To complete reports to parents/carers on students' attainment and progress in line with the school's procedures.
39. To provide students with regular "formative" feedback to help them raise their attainment.
40. Set high expectations for all students and promote the development of student resilience, confidence and intellectual curiosity.
41. Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
42. To attend all evenings (where relevant) that are held, to inform parents of school provision, intervention, student progress or pastoral care.

CPD

1. Keep up to date with national developments related to your area. To ensure professional development is secured the post holder will be provided 5 school days to arrange their own professional development across the year. Any additional CPD must be approved by the Headmaster and SMT one term in advance.
2. Engage actively in the performance management review process.
3. Remain fully informed and show an awareness of local and national changes in education policy and practice.
4. Offer training that will support the professional development of staff across the school. This training must be mapped out one academic year in advance.
5. Assist curriculum leaders in their pursuit of outstanding practice in their own area.

Catholic Ethos

1. To contribute to the maintenance and development of the school's Ethos and Vision
2. To play a full part in the life of the school community to support its distinctive Catholic mission and ethos and to encourage staff and students to follow this example.
3. To foster positive relationships across the school and in the catholic community.

These above-mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School.

