

**OULDER HILL COMMUNITY SCHOOL
AND LANGUAGE COLLEGE**

JOB DESCRIPTION

<p>TEACHER OF SCIENCE</p>

SALARY: **MPS / UPR**

JOB PURPOSE Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and support a designated curriculum area as appropriate.

Monitor and support the overall progress and development of students as a teacher/Form Tutor.

Facilitate and encourage a learning experience, which provides students with the opportunity to achieve their individual potential.

Contribute to raising standards of student attainment.

Share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Line Management: Reporting to: Head of Faculty
Responsible for: No line manager responsibility

Liaising with: Headteacher, senior leadership team, teachers and support staff, LEA representatives, external agencies and parents.

CRB Disclosure Level: Enhanced.

Any Special Conditions of Service: The School operates a No Smoking Policy.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

TEACHING:

1. Teach, students according to their individual educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
2. Assess, record and report appropriately on the attendance, progress, development and attainment of students and to keep such records as are required.
3. Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
4. Ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
5. Undertake a designated programme of teaching.
6. Ensure a high quality learning experience for students, which meets internal and external quality standards.
7. Prepare and update subject materials.
8. Use a variety of Teaching delivery methods which will stimulate learning appropriate to students' needs and demands of the syllabus.
9. Maintain excellent discipline in accordance with the school's procedures, and to encourage good practice with regard to students attitudes to learning, punctuality, behaviour, standards of work and homework.
10. Undertake assessment of students as requested by external examination bodies, departmental and school procedures.
11. Mark, grade and give written/verbal and diagnostic feedback as required in the schools Assessment policies.

STRATEGIC/OPERATIONAL PLANNING:

1. Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department.
2. Contribute to the curriculum area and department's development plan and its implementation.
3. Plan and prepare appropriate courses and lessons.
4. Contribute to the whole school's planning activities.

CURRICULUM PROVISION:

1. Assist the Teaching & Learning Director, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.

CURRICULUM DEVELOPMENT:

1. Assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's mission and strategic objectives.

STAFFING:

1. Take part in the school's staff development programme by participating in arrangements for further training and professional development.

2. Continue own professional development in the relevant areas including subject knowledge and teaching methods.
3. Engage actively in the Appraisal process. Ensure the effective/efficient deployment of classroom support.
4. Work as a member of a designated team and contribute positively to effective working relations within the faculty and school.

QUALITY ASSURANCE:

1. Help to implement school quality procedures and to adhere to those.
2. Contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
3. Review methods of teaching and programmes of work.
4. Take part, as may be required, in the review, development and management of activities relating to the curriculum, organization and pastoral functions of the school.

MANAGEMENT INFORMATION:

1. Maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
2. Complete the relevant documentation to assist in the tracking of students.
3. Track student progress and use information to inform teaching and learning.

COMMUNICATIONS AND LIAISON:

1. Communicate effectively with the parents of students as appropriate.
2. Where appropriate, communicate and co-operate with persons or bodies outside the school.
3. Follow agreed policies for communications in the school.
4. Take part in liaison activities such as parents' evenings, review days and liaison events with partner schools.
5. Contribute to the development of effective subject links with external bodies, groups and agencies.

MANAGEMENT OF RESOURCES:

1. Contribute to the process of the ordering and allocation of equipment and materials.
2. Assist the Teaching & Learning Director to identify resource needs and to contribute to the efficient/effective use of physical resources.
3. Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.

PASTORAL SYSTEM:

1. Be a Form Tutor to an assigned group of students.
2. Promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.

3. Liaise with Pastoral Leaders to ensure the implementation of the school's pastoral system.
4. Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
5. Evaluate and monitor the progress of students and keep up-to-date student records as may be required.
6. Contribute to the preparation of action plans and progress files and other reports.
7. Alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
8. Communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
9. Contribute to PSHCE and citizenship and enterprise according to school policy.
10. Apply the behaviour management systems so that effective learning can take place.

SCHOOL ETHOS:

Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.

Support the school in meeting its legal requirements for worship.

Promote actively the school's corporate policies.

Comply with the school's health and safety policy and undertake risk assessments as appropriate.

Oulder Hill Community School operates a Smoke Free Policy for all its employees to any building and associated grounds within the immediate vicinity of the School which is wholly owned, leased or operated and occupied by the School/RMBC.

Signatories

Postholder:

Date:

Line Manager:

Date:

CANDIDATES NEED TO BE TOTALLY COMMITTED TO THE SCHOOL'S VISION AND MISSION STATEMENT, "DEVELOPING POTENTIAL, RAISING ACHIEVEMENT"