



## Teacher of Science Job Description

**Date of appointment:** January 2019

**Responsible to:** The Teacher of Science will report to the Head of Science and the Deputy Head Academic in all respects.

There are currently two scientists in the department, as well as a part-time technician. Science is currently taught as a single subject from Years 4-8 with the pupils taught in mixed ability form groups.

The precise nature of the teaching might be tailored to the skills and experience of the successful candidate although, given the nature of the Common Entrance and Scholarship Exams, it is essential that the post holder can teach up to Year 8.

We are looking for an outstanding yet flexible and adaptable teacher.

We are looking to appoint someone who enjoys working with children, seeing them thrive and preparing them academically and holistically for the next stage in their education and life journey. With the possibility of promotional opportunities.

### Professional Duties and Responsibilities

- To work alongside the Head of Science to make a significant contribution to the teaching of all three Science disciplines within that department;
- To regularly monitor and evaluate the progress of children in Science including preparation for internal examinations, Common Entrance and Scholarship level;
- To maintain an effective system of assessment and record keeping;
- To ensure that parents are kept informed of their child's progress by written reports, informal communication and attendance at parents' meetings;
- To liaise with parents through formal and informal meetings;
- To assist the Head of Science to evaluate and monitor the progress of children in Science;
- To support the Science department with the preparation of practical laboratory work;
- To take part in a programme of activities within the department and to help plan regular educational visits;
- To attend courses and INSET on the two days preceding the start of each term;
- To contribute to the presentation of the Science area by using appropriate displays to celebrate children's work;
- To be aware of, and implement, all Health and Safety issues pertinent to scientific chemicals and equipment.

## Whole School

- To support the aims, Christian values and ethos of the school
- To be committed to safeguarding children and to follow the School Safeguarding policy
- To share in the responsibility for the well-being and discipline of all pupils
- To play a full part in the life of the school community

## Responsibilities as a Teacher

- To have high expectations whilst taking into account the ability range of the pupils; to differentiate work for more able and less able pupils according to their needs
- To attend Parents' evenings as appropriate to discuss the children's progress
- To write detailed subject reports at the end of the Autumn and Summer Terms
- To participate in INSET provided by the School during the period of employment
- To look for external INSET opportunities that further professional development and fulfil the training targets agreed during appraisal
- To keep records of INSET attended
- To take a full and fair part in the Staff Duty Programme which includes Sunday duties once or twice a year
- To be part of the school's Personal Tutor scheme
- To set realistic, measurable and achievable personal targets as part of appraisal in consultation with the Head
- To attend School and Year group assemblies, staff meetings and pastoral meetings
- To be involved in Open Mornings, entrance testing, and induction mornings
- To run extra-curricular activities for pupils
- To take part in organising and supervising educational visits
- To make an active contribution to whole school events.

## Responsibilities as a Tutor

- To provide pastoral support and advice for pupils in the tutor group. Helping pupils to develop socially and academically. To encourage their involvement in all areas of school life including extra-curricular activities.
- To monitor pupils' attendance
  - Contacting home when prolonged or unusual absences are unexplained
  - Ensuring prompt receipt of letters from parents explaining absence
  - Alerting the Deputy Head Pastoral to concerns over attendance and punctuality
  - To monitor standards of appearance
- To ensure that correct items of uniform are worn by pupils
- To ensure that pupils are dressed correctly and smartly
- To monitor standards of behaviour
- To make sure that pupils move promptly and quietly to assembly and Chapel on appropriate days and behave well during these and other formal School occasions
- To write pastoral reports on pupils in the tutor group. To collate and check pupils' academic reports. To give out effort grades slips. To write up all incidents involving tutees and inform relevant staff by email
- To monitor the academic progress of all pupils in the tutor group, looking at the development of the whole child across the academic spectrum, using effort grades, attainment grades and

standardised tests communicating concerns and discussing pupils regularly with the Deputy Head Academic

- To communicate with parents over their child's academic progress and personal development regularly through the School's reporting and parents evening system; building up a good relationship with the families of tutees which encourages informal contacts; in conjunction with other relevant staff, initiating meetings with parents to discuss their child's academic progress or pastoral concerns
- To attend training provided by the school to improve professional pastoral skills

### **Outline Pay and Conditions**

A competitive starting salary will be offered in accordance with experience and qualifications. The school grounds provide an attractive environment. Members of staff have the opportunity to use the school sport and leisure facilities. Saturday working is expected to fit in with the teaching in a busy Boarding School.

The above is an indication of the requirements of the post and is not meant to be inclusive or exhaustive. Any role that needs reasonably to be undertaken should also be undertaken whether or not included in the above.

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 post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times.

If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the Head.