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Flint High School

Main Scale Teaching Post

Job Description: Teacher of Science

Line Manager: Curriculum Co-ordinator Science

Aim:

To provide high quality teaching to improve standards of learning and achievement for all learners.

This job description is derived from generic principles and guidelines in the current School Teachers' Pay and Conditions Document.

Post 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).

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum/subject area as appropriate.
- To monitor and support the overall progress and development of students as a teacher
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment
- To share and support the school's responsibility to provide and monitor opportunities for personal, moral, spiritual and academic development of its students

Liaising with: Headteacher, Senior Leadership Team, teaching and support staff, LA representatives, external agencies and parents.

Working Time: As specified within the STPCD.

Salary/Grade: Classroom Teachers' Pay Scale

Disclosure Level: Enhanced

Teaching:

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the students in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy are reflected in the teaching/learning experience of students.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

Development and Planning:

- To assist in the development of appropriate specifications, resources, schemes of work, marking policies and teaching strategies in the curriculum area.
- To contribute to the faculty/subject improvement plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole school's evaluation and planning activities with the line manager
- To assist in the process of curriculum development and change

Staffing:

- To take part in the school's professional development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.
- To carry out a share of supervisory duties

Quality Assurance:

- To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and learning support functions of the school.

Management Information:

- To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

Communications & Liaison:

- To communicate effectively with the parents of students as appropriate.
- To participate in staff and departmental meetings
- To communicate and co-operate with persons or bodies outside the schools where appropriate.
- To follow agreed policies for communications in the school.
- To take part in liaison activities such as parents' evenings, review days and liaison events with partner schools.

Student Support and Achievement Responsibilities:

- To be a Tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the Tutor Group as a whole.
- To register students, accompany them to assemblies encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of action plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To 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.

Signed _____(Teacher) Date _____

Signed _____(Subject Leader)Date _____