# JOB DESCRIPTION

**Post Title:** Teacher of Science  
**Salary:** MPS plus a R&R allowance of £3,000 per annum

**Purpose:**
- To be responsible for the delivery of Science across all key stages and academic courses.
- To raise standards of student attainment and achievement within the curriculum area and to monitor and support student progress.
- To be accountable for student progress and development within the subject area.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the subject area, in accordance with the aims of the Academy and the curricular policies determined by the Governing Body and the Head Teacher.
- To share best practice in order to develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the subject area, in accordance with the aims of the Academy and the curricular policies determined by the Governing Body and the Head Teacher.

**Reporting to:** Head of Science

**Liaising with:**
- Head of Science, Science Department, Senior Leadership Team, Middle Leaders, Learning Support, Clerk to the Governing Body and relevant staff with cross-Academy responsibilities, relevant non-teaching support staff, LEA staff, parents, BMET staff, Residents and other stakeholders

**Working Time:** Full time

**Disclosure level:** Enhanced

## MAIN (CORE) ACCOUNTABILITIES

**Operational/Strategic Planning**
- To teach the appropriate syllabuses, organise resources, contribute to the development of schemes of work, adhere to marking policies, to manage assessment and teaching and learning strategies within their classrooms.
- To be responsible for the day to day management, control and operation of course provision within their teaching area, including the effective inclusion of non-teaching staff and physical resources.
- To monitor actively and follow up student progress.
- To follow Academy Policies and Procedures.
- To formulate aims, objectives and strategic plans for their teaching which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy.
- To ensure that Health and Safety policies and practices, including risk assessments are in-line with national requirements and are updated where necessary.
| Curriculum provision | • To be accountable for the development and delivery of the subjects that are taught.  
• To be accountable for raising standards of literacy and numeracy across the Academy. |
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| Curriculum Development | • To keep up to date with national developments in the subject area and teaching practice and methodology.  
• To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.  
• To ensure that the developments of a specific subject or range of subjects is in line with national developments. |
| Staff development     | • To work with the Head of Department, Second in Department and Assistant Head Teacher to ensure that staff development needs are identified and to fully engage in the recognised staff development.  
• To undertake Performance Management Review(s). |
| Recruitment/ Deployment of staff | • To make appropriate arrangements for classes when you are absent, ensuring appropriate cover within the subject area liaising with the Head of Department, Second in Department and Examinations and Cover Manager to secure appropriate cover within the subject area. |
| Quality Assurance     | • To ensure the effective operation of quality control systems.  
• To establish the process of the setting of targets within the subject area and to work towards their achievement.  
• To establish common standards of practice within the subject area and develop the effectiveness of teaching and learning styles in the subject areas within the subject area.  
• To participate in the Academy procedures for lesson observation.  
• To follow Academy quality procedures and to ensure adherence to those within the subject area.  
• To monitor and evaluate the curriculum area in line with agreed Academy procedures including evaluation against quality standards and performance criteria.  
• To seek/implement modification and improvement where required.  
• To ensure that the subject area’s quality procedures meet the requirements of Self Evaluation and the ADP. |
| Management Information | • To ensure the maintenance of accurate and up-to-date information concerning the subject area on the management and information system.  
• To make use of analysis and evaluate performance data provided.  
• To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.  
• To produce reports within the quality assurance process for the subject area.  
• To produce reports on examination performance, including the use of value added data.  
• In conjunction with the Head of Department to contribute to the subject area’s collection of data. |
| Communication | • To ensure effective communication/consultation as appropriate with the parents of students.  
• To liaise with partner Academy's, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.  
• To represent the subject area’s views and interests. |
| Working with others | • To participate fully in the Oaks Collegiate and the SWAN Network to raise standards of attainment.  
• To lead the development of effective subject links with partner Academies and the community, attendance where necessary at liaison events in partner Academies and the effective promotion of subjects at Open Days/Evenings and other events.  
• To actively promote the development of effective subject links with external agencies. |
| Management of Resources | • To manage the available resources of space and equipment efficiently within the limits, guidelines and procedures laid down. |
| Pastoral system | • To monitor and support the overall progress and development of students within the subject area.  
• To monitor student attendance together with students’ progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.  
• To act as a Learning Tutor and to carry out the duties associated with that role as outlined in the generic job description.  
• To deliver the Academy’s Learning for Life Programme.  
• To ensure the Behaviour Management system is implemented in the subject area so that effective learning can take place. |
| Teaching | • To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. |
| Other Expectations: | • To set an example of personal integrity and professionalism  
• A responsibility of promoting, safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.  
• To ensure all tasks are carried out with due regard to Health and Safety  
• To keep up to date with changes at the Academy through e-mails, staff briefing notes and attendance at relevant meetings  
• To seek / implement modification and improvement where required  
• To ensure effective communication as appropriate with all stakeholders  
• To liaise with BMET, partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies  
• To play a full part in the life of the Academy community, to support its ethos and to encourage staff and students to follow this example  
• To continue personal development as agreed  
• To engage actively in the performance management review process. To follow Academy Policies and Procedures, including but not limited to the office procedures and protocols |
- Prioritise own work according to the Academy needs, ensuring accuracy and attention to detail
- Any other duties commensurate with the role
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors
- The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- To comply with Teachers’ Standards.

This job description is current at the date shown, but in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Head Teacher’s signature: _______________ Date: ________________

Employee’s signature: _______________ Date: ________________