



## Job Description

**Job Title:** Second in Science

**Reporting to:** Head of Department

**Grade:** Main Scale + TLR

### **Overall purpose of the post:**

All teachers are subject to the Conditions of Employment set out annually in the School Teachers' Pay and Conditions Document. These detail the professional and particular duties required of teachers, together with requirements for Management time, Working time, guaranteed planning and preparation time. The Academy complies with these requirements in order to make reasonable demands of teachers.

Additionally, STPCD requires all teachers to be involved in:

- Advising and co-operating with the Principal and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements
- Taking any such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- Co-ordinating or managing the work of other staff

The core purpose and outcomes sought from the specific post are to support the HoD and by leading on agreed areas of responsibility (depending on skills and experience) within the Science department.

### **Main duties and responsibilities:**

Teaching and Learning responsibilities require teachers to comply with the following factors. These are clarified to assist the post holder in discharging his/her accountabilities.

#### **Focus on teaching and learning**

#### **Exercise of professional skills and judgement**

#### **Accountability for leading, managing and developing a subject or curriculum area or pupil development across the curriculum**

Working with other relevant teachers in the key stage / subject / department the post holder will:

- Identify relevant school improvement issues
- Define and agree appropriate improvement targets
- Co-ordinate CPD needs and opportunities
- Evaluate the impact of all improvement activities on the quality of teaching and learning

- Provide the HoD (or other management post holder / team) with relevant subject, curriculum area or student performance information.
- The implementation of the Academy's discipline and praise policies
- Examination entries
- Maintaining an up to date knowledge of science courses
- Liaising with the leaders from other departments and pastoral teams

### **Impact on educational progress beyond assigned students:**

Working with other relevant teachers in the key stage / subject / department, the post holder will:

- Identify appropriate attainment and/or achievement targets
- Monitor student standards and achievement against annual targets
- Monitor planning, curriculum coverage and learning outcomes
- Monitor standards of student behaviour and application
- Plan and implement strategies where improvement needs are identified
- Ensure that relevant attainment / achievement targets are met

### **Responsibilities for resources**

#### **Leading, developing and enhancing the teaching practice of others:**

Working with other relevant teachers in the key stage / subject / department, the post holder will:

- Maintain personal expertise and share this with other teachers
- Act as a role model of good classroom practice for other teachers, modelling effective strategies with them
- Monitor and evaluate standards of teaching, identifying areas for improvement
- Plan and implement strategies to improve teaching where needs are identified
- Induct, support and monitor new staff
- Act as a performance management team leader for identified teachers

### **Additional Responsibilities**

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.