

**ST BERNARD’S HIGH SCHOOL** A Catholic Academy for Arts & Science

JOB DESCRIPTION

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| **Title of Post:** | **Teacher of Science and Chemistry to A Level - KS5 Coordinator of Science** |
| Purpose: | * Raise standards and provide quality teaching in this core subject area to ensure students make the required progress, particularly at KS4. |
| Responsible to: | Line Manager |
| Liaison with: | Head Teacher, Senior Leadership Team, members of the Department, Teaching staff, relevant non teaching support staff, students, parents |
| Working Time: | Full time – 195 days per year |
| Teaching and Learning Responsibility Point: | TLR2A |
| Disclosure level: | Enhanced |
| **Main Duties** |  |
| Core: | * To develop teaching and learning within the subject, particularly at KS5 and in Chemistry. * To support, guide and motivate teachers of the subject and other adults e.g. learning support assistants, administrative and technical staff promoting the positive staff culture, good practice and continuing professional development. * To develop opportunities to share ideas and strategies that impact on classroom learning, including new technologies. * To liaise with other schools to provide support for staff and curriculum opportunities for students. * To prepare and deliver formal and informal CPD and training. * To organise subject workshops and lead after school activities and trips. * To liaise with the SEN department to enhance the teaching and learning of SEN students. |
| Strategic Direction: | * To take a leading role in the development of policy and practice to support the continued improvement of effective teaching and learning in the science across the school. * To contribute to students’ spiritual, moral, social and cultural development e.g. citizenship, trips and visiting speakers. * To analyse and interpret relevant data, research and other documentation. * To inform future practice, expectations and teaching methods. * To contribute to the monitoring of progress made in implementing subject plans and achieving targets, evaluate the effect on teaching and learning, and use this analysis to guide further improvement. |
| Teaching and Learning: | * To use department meetings and CPD time to provide guidance and support on the choice of appropriate teaching and learning methods to meet the needs of the subject. * To develop enrichment activities to enhance teaching and learning, student motivation and an awareness of subject in the real world. * To prepare resources for staff that promote, for example, active learning, peer and self-assessment. |





JOB DESCRIPTION continued

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| Leading and Managing Staff | * To support the team in achieving constructive working relationships with students. * To carry out performance management reviews, learning walks and classroom observations in line with school policy. Support the further professional development of all staff, including newly qualified teachers and initial teacher training students. * To work with SENCO and other staff with special educational needs expertise, to ensure individual education plans are used to set subject specific targets and match work to students’ needs. |
| Efficient and effective deployment of staff and resources | * To manage the organisation and maintenance of teaching resources including ICT. * To create an effective and stimulating environment for teaching and learning. * To ensure there is a safe working and learning environment in which risks are properly assessed and take account of any safety regulations which apply. |
| General | * To implement School and Departmental Policy with regard to external examinations. * Preferred specialism in Chemistry with experience of OCR and AQA specification at KS5 |
| Pastoral Care: | * To act as a Form Tutor. * To contribute to PSHE, Citizenship and Enterprise according to school policy. |
| Resources and Accommodation: | * To assist the Head of Department in the proper management and care of departmental resources. * To assist in the recording and checking. * To enhance the learning and environment through the effective display of students’ work and other materials and the proper care of accommodation, furniture and equipment. |
| Additional Duties/other Professional Requirements: | * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. |
| Other specific duties: | * To support the school in meeting its legal requirements for worship. * To promote the school’s corporate policies. * To continue personal development as agreed. * To actively engage in the staff review and development process. * To undertake any other duty as specified by the School Teachers Pay and Conditions not mentioned in the above. |





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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 senior staff 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 and telephone callers.

The school 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.

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.

**Teacher** ……………………………………………………

**Line Manager** ……………………………………………..