

# Hazlegrove Preparatory School

# Job Description - Science Teacher

# The Post

Responsible to the Head of Department/ Deputy Head / Headmaster

**Role**

To teach the given subject appropriately, following school policy.

**Responsibilities**

* To work with the Head of Department to ensure high and appropriate academic expectations are set for each pupil.
* To be responsible to the Head of Department for high standards in each of the following areas:
  + Planning
  + Teaching
  + Display
  + Assessment
  + Record Keeping
  + Reporting

**Duties**

**Curriculum** – Teachers should:

* Keep up-to-date with educational developments in their subjects, including National Curriculum, Common Entrance and individual Scholarship requirements where appropriate.
* Support the Head of Department in the organisation of the teaching of the subject.
* Be a pro-active member of the department with respect to suggesting and researching trips, resources, courses, etc.
* Attend subject meetings and INSET and be prepared to take minutes when requested.
* Attend courses and meetings where appropriate.
* Mentor new subject teachers if requested and relevant.

**Academic** – Teachers should:

* Demonstrate a secure knowledge of Science and the Science curriculum
* Plan and teach lessons appropriate to the age-group and ability of the pupils in the class or set.
* Be aware of and plan differentiated activities for children with specific learning needs and liaise with LSU where appropriate.
* Promote equal opportunities for learning within the classroom environment.
* Ensure classroom management is in line with school behavioural policy.
* Be aware of and plan extension activities for the more able children in the class or set.
* Use regular formative assessment to keep track of children’s progress and follow up particularly high or low achievement.
* Regularly review plans in light of children’s achievement and revise or adapt where appropriate.
* Inform the Head of Department in good time if a class or set are unlikely to reach the targets set by the department.
* Promote and display the subject in line with the school display policy.
* Communicate an enthusiasm and excitement about the subject to pupils, parents and other staff.

**Administrative** – Teachers should:

* Follow safety procedures within the relevant guidance and keep up to date e.g., through CLEAPSS advice
* Prepare, set out and clear away apparatus and chemicals when appropriate
* Prepare experiments and demonstrations when appropriate
* Wash up glassware, clean apparatus and contribute to maintaining an organised prep room
* Take regular stock check and communicate with the rest of the department of impending shortfalls
* Be prepared and ready to start promptly at the beginning of each lesson.
* Ensure that pupils’ work is marked according to the school marking policy.
* Keep up-to-date records of the progress of each pupil.
* Comment objectively on pupils when requested.
* Record academic and behavioural issues according to school policy.
* Report pupil concerns to tutors.
* Complete records (examination marks, grades and reports) on the school database by deadlines given by the School.
* Take on any administrative duties (e.g. writing and marking of exams, or putting together medium-term plans) reasonably requested by the Head of Department.

The following duties are ones which all staff are required to perform:

* Observe health and safety procedures and work safely at all times;
* Be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;
* Hazlegrove Prep School, is committed to safeguarding and promoting the welfare of children. The school has a range of policies and procedures for child protection and security. All staff at Hazlegrove are expected to understand and follow all of these policies and procedures as part of their professional responsibilities.
* The post holder may be reasonably required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of the responsibility entailed.
* Conduct yourself with professionalism, tact and diplomacy at all times as a representative of the school in line with School procedures.

Name……………………….. Signed……………………….. Date…………………..