

## Codsall Community High School: Teacher Job Description

<b>Post Title</b>	<b>Teacher of Science (ECT)</b>
<b>Purpose</b>	<ul style="list-style-type: none"> <li>• To deliver a high quality of education.</li> <li>• To secure high levels of progress and enjoyment.</li> </ul>
<b>Reporting to</b>	Lead Teacher for Science
<b>Liaising with</b>	Teachers, non-teaching staff and parents.
<b>School policies and planning</b>	<ul style="list-style-type: none"> <li>• To implement all relevant federation and school policies.</li> <li>• To contribute to the Team Improvement Plan for Science and its implementation.</li> <li>• To contribute to the implementation of the School Improvement Plan.</li> </ul>
<b>Curriculum planning</b>	<ul style="list-style-type: none"> <li>• To produce high quality lesson plans with supporting resources for own classes.</li> <li>• To share planning and resources with other colleagues.</li> </ul>
<b>Assessment</b>	<ul style="list-style-type: none"> <li>• To regularly assess students' work so they know their strengths (WWW), areas for improvement (EBI) and what they need to do to improve (DIRT).</li> <li>• To maintain appropriate records on the School Information Management System (SIMS) and the Virtual Learning Environment (VLE).</li> <li>• To use assessment information to inform next steps in teaching and learning.</li> </ul>
<b>Teaching and learning</b>	<ul style="list-style-type: none"> <li>• To consistently deliver high quality teaching and learning experiences that lead to high levels of progress, learner interest and enjoyment.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• To ensure effective communication with parents of students.</li> </ul>
<b>Marketing and liaison</b>	<ul style="list-style-type: none"> <li>• To contribute to marketing activities and help to promote the federation of schools.</li> </ul>
<b>Pastoral system</b>	<ul style="list-style-type: none"> <li>• To register students in a sixth form tutor group, encourage their full attendance and their full participation in all aspects of school life.</li> <li>• To monitor the progress of students and keep up-to-date records as required.</li> <li>• To alert the appropriate staff to problems experienced by students and to make recommendations on how these may be resolved.</li> <li>• To communicate with parents and people concerned with the welfare of students.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• To promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.</li> <li>• To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• To be aware of, support and ensure equal opportunities for all.</li> <li>• To contribute to the overall ethos, work and aims of the school</li> </ul>
<b>Additional duties</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its vision, mission and ethos and to encourage staff and students to follow this example.</li> <li>• To undertake any other duty as specified in the STRB not mentioned above.</li> <li>• Every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> </ul>
<p>This job description is current at the date shown below, but in consultation with you, may be changed by the Executive Headteacher to reflect changes to job or school priorities, commensurate with the grade and job title.</p>	

**Date:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Line Manager:** \_\_\_\_\_