

JOB DESCRIPTION

[Chingford Foundation School](#)

[Chingford Academies Trust](#)

Title of Post:	Raising Standards in Science
Grade/Pay Range:	MPS/UPS (Outer London) + TLR 2A
Department:	Science
Reporting to:	Director of Science
Responsible for:	None

The Science Department comprises the post holder, the Director of Science, the Deputy Head of Science, other post holders, and a team of science teachers. The staff supports each other and regularly shares good practices and resources. The department has strong leadership from an experienced and successful leadership team.

FACILITIES AND RESOURCES

The school provides outstanding facilities for teaching Science, including a dedicated suite of rooms and a department hub for staff.

LINE OF RESPONSIBILITY

The post holder is directly responsible to the Director of Science on curriculum matters and the Director of Key Stage for pastoral issues.

JOB PURPOSE

- To lead science outreach with the STEM Coordinator and develop networks with schools and other agencies
- To oversee trainee teachers and ECTs in Science (PGCE, Apprenticeship, Teach First, etc.) including preparing their timetables, observing trainees and following up as needed
- To liaise with ITT providers to increase uptake of trainee science teachers
- To train and monitor ITT mentors
- To coordinate and organise internal CPD to train ECTs and ITTs in Science
- Track and monitor data of GCSE and A-level students, and plan suitable interventions
- Liaise with Director of Science and Deputy Head of Science in the planning and delivery of interventions

TEACHING DUTIES

- To plan teaching to progress pupils' learning in line with agreed expectations/targets

- To establish and maintain a purposeful working atmosphere which supports learning
- To set homework and mark in line with school policies
- To keep detailed records and evidence of pupils' progress to inform target setting and the reporting cycle
- To attend department meetings
- To play an active role in developing and implementing departmental policy
- To keep informed of curricular developments in Chemistry
- To keep informed of whole school policies and to play an active role in implementing them
- To carry out the duties of Form Tutor (as directed) as outlined in the role description
- To attend pastoral meetings and play an active role in developing and implementing year-team policy
- To organise and lead a Science extra-curricular club
- To attend parents' evenings
- To attend all internal CPD sessions and strive to improve my practice constantly
- To carry out a share of supervisory duties following published schedules
- To participate in appraisal and development procedures
- To have a secure and up-to-date knowledge and understanding of concepts and skills necessary to teach specialist subjects
- To assess, record and report on pupils' progress
- To attend and contribute to departmental and staff meetings and assist with implementing area improvement plans
- To communicate with student parents as necessary (including telephone calls, meetings, etc.)
- To exploit opportunities to improve basic literacy, numeracy and ICT skills
- To participate in staff development opportunities and accepting responsibility for my professional development
- To prepare students for examinations and participate in examination arrangements
- To carry out the role of form tutor as required
- To implement and adhere to all Trust policies.

GENERAL

- These duties are neither exclusive nor exhaustive, and the post-holder may be required to carry out other duties as required by the School or trust.
- Always perform duties in all elements of the role professionally and with integrity, mindful of confidentiality as appropriate.
- To be committed to and comply with all Trust policies.
- To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and all school/Trust Policies and Practices relating to Health and Safety at Work.
- Participate in annual appraisals that are in line with school policy.

- To participate in continuing professional development opportunities as directed or identified through appraisal and ensuring the ability to fulfil the role effectively.
- To manage internal and external relationships, strive for excellence in stakeholder satisfaction.
- To work effectively and successfully in your team within the school/Trust.

OTHER REQUIREMENTS

- To have an up-to-date Enhanced DBS Disclosure.

SAFEGUARDING

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LBWF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of Information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of Postholder

Signature Date

**PERSON SPECIFICATION
RAISING STANDARDS IN SCIENCE**

JOB REQUIREMENTS	Essential	Desirable
QUALIFICATIONS		
Qualified teacher status	X	
Degree or equivalent	X	
Evidence of recent professional development		X
EXPERIENCE		
Experience of successful Science teaching at KS3 & KS4	X	
Experience of successful Biology, Chemistry and Physics (triple) teaching at KS4	X	
Experience of successful Science teaching at KS5		X
SKILLS, KNOWLEDGE AND UNDERSTANDING		
Ability to communicate effectively at all levels	X	
Competent user of IT and efficient administrator	X	
Good interpersonal skills	X	
Sound knowledge of Science curriculum	X	
Ability to use initiative and prioritise work and ability to work to deadlines	X	
Understanding the importance of Quality Assurance measures and of Quality Assurance indicators	X	
Commitment to ongoing personal development and willingness to undertake appropriate training	X	
PERSONAL ATTRIBUTES		
Clear commitment and understanding of the Trust ethos, vision and values and an ability to uphold them	X	
Flexible, proactive and resourceful	X	
Ability to work as part of a team but to work independently when required	X	
Commitment to school ethos and direction	X	
High standard of punctuality	X	
Ability to motivate others and to be self-motivated	X	
Commitment to raising standards of behaviour through improved teaching and learning skills		X
Calm and organised approach to work including times when under pressure	X	

SAFEGUARDING		
Commitment to safeguarding and promoting the welfare of children and young people	X	
Ability to form and maintain appropriate relationships and boundaries with students	X	
Understanding of Safeguarding procedures	X	
Enhanced satisfactory DBS check	X	

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf.

