

## Teacher of Science

The Macclesfield Academy, Park Lane, Macclesfield

Main Pay Scale

M1 – M3

Job Description & Person Specification

### Job Description

#### Reporting to

The Headteacher and the Governing Body of The Macclesfield Academy

#### Purpose of the role

To deliver the highest standards of teaching and curriculum delivery. Setting high expectations of all students, using effective resources and methods to achieve the highest standards of learning and achievement for all students.

To carry out duties and responsibilities in accordance with the national Teachers Standards.

#### Main responsibilities

##### Teacher duties

1. To plan and prepare courses and lessons, using a variety of teaching methods and to provide written/oral feedback on class and homework in accordance with the scheme of learning.
2. To plan effectively to ensure all students have the opportunity to meet their potential, taking account of the needs of students who are underachieving, very able students and those with special educational needs, making use of relevant information and specialist help where available.

3. To take account of ethnic and cultural diversity to enrich the curriculum and raise achievement.
4. To participate in the development of appropriate syllabuses, materials, and reviews of schemes of work and policies. To contribute to the department's improvement plan and its implementation.
5. To endeavour to establish a good rapport with classes and to encourage good practice regarding punctuality, behaviour, standards of work and homework (according to Academy policy).
6. To assess, record and report on the development, progress and attainment of pupils, maintaining accurate records and using the information to inform teaching and learning.
7. To set clear targets for improvement of students' achievement, monitor students' progress towards those targets and use appropriate teaching strategies in the light of this, including, where appropriate, in relation to literacy, numeracy and other Academy targets.
8. To liaise effectively with students' parents/carers through informative oral and written reports on students' progress and achievements, discussing appropriate targets and encouraging them to support their children's learning, behaviour and progress.

### **Form tutor duties**

1. As required be a form tutor and to carry out related dues in accordance with the general job description of Form Tutor:
2. Following the procedures outlined in the Staff Handbook, keep an accurate and up-to-date Form Register and to inform the Year Lead of any absence not covered by a note.
3. Write tutor reports, participate in Parent's Evenings and prepare initial drafts for references, testimonials and reports to outside agencies.
4. Insist on high standards of work, behaviour, attendance and punctuality from members of the Tutor Group.
5. Attend assemblies with the tutor group and supervise their arrival, behaviour and departure.
6. Participate in meetings called by the Year Lead.
7. Participate in Parents' Meetings involving the Tutor Group and foster good home-Academy relationships.

### **Other school duties**

1. To take responsibility for consistently and actively implementing school policies and practices.
2. To take responsibility for own professional development and performance.
3. To carry out supervising dues in accordance with published schedules.

4. To communicate effectively in appropriate meetings with colleagues, parents and outside bodies.
5. To participate in performance management arrangements.
6. To participate in public and internal examination arrangements.
7. Putting children and young people at the centre of everything the Academy does, and to ensure their safety and welfare of children and young people across the Foundation.
8. To identify and implement opportunities for the Academy to operate in a more effective and efficient manner for the benefit of stakeholders.
9. Adhere to the Academy's policies on code of conduct, Safeguarding, H&S and Data Privacy.
10. Any other duties not specified but are commensurate with the skills and knowledge of the post holder.

# Person Specification

	Desirable	Essential
<b>Qualification</b>		
Bachelor's degree		✓
PCGE		✓
Qualified Teacher Status (or working towards)		✓
Ability to teach the relevant subject		✓
<b>Experience</b>		
Thorough Knowledge of present curriculum developments in the relevant subject (s)		✓
Secure knowledge and understanding of the specialist subject, including knowledge specified in the relevant National Curriculum		✓
An understanding of the characteristics of high-quality teaching and the main strategies for improving and sustaining high standards of teaching, learning and achievement for all students.		✓
<b>Knowledge &amp; Skills</b>		
A clear understanding of equal opportunities and its practice in a school.		✓
Exceptional classroom management skills		✓
Vary and adapt lessons according to the relevant audience		✓
Exceptional analytical and problem-solving skills		✓
<b>Attributes</b>		
An understanding of the characteristics of high-quality teaching and the main strategies for improving and sustaining high standards of teaching, learning and achievement for all students.		✓
Highly organised, with the ability to schedule, plan and react		✓
Ability and willingness to work as part of a team.		✓
Excellent written and verbal communication skills, with the ability to inform, influence, persuade and negotiate with a variety of stakeholders		✓