

# ST GEORGE'S ACADEMY

## JOB SPECIFICATION

**TITLE OF POST:** TEACHER & HEAD OF SUBJECT AREA (CHEMISTRY)

**RESPONSIBLE TO:** HEAD OF FACULTY

### Responsibilities

In addition to the job specification for teaching staff, the Head of Subject Area (Chemistry) will include the following additional responsibilities:

- Support the Head of Faculty in the day-to-day running of the faculty
- Take the lead role and responsibility for driving Teaching and Learning of Chemistry at Key Stage 4 and Key Stage 5
- Monitor the progress of students in Chemistry within Key Stages 4 and 5 and, along with the Head of Faculty, intervene where appropriate
- Develop appropriate resources for improving teaching and learning in the faculty
- Support colleagues in their teaching throughout the faculty
- Act as an appraiser
- Carry out other tasks as reasonably directed by the Principal

### Teaching

- Planning and preparing the courses and lessons assigned to you.
- Teaching, according to their educational needs, the students assigned to you, including the setting and marking of work to be carried out by the student in the Academy and elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of students; in each case having regard to the curriculum for the Academy.

### Other activities

- Promoting the general progress and well-being of individual students and of any class or group of students assigned to you.
- Providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports.
- Making records of and reports on the personal and social needs of students.
- Communicating and co-operating with persons or bodies outside the Academy.
- Participating in meetings arranged for any of the purposes described above.

### Assessments and Reports

Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.

### Performance Management

Participating in arrangements made in accordance with Appraisal guidelines.

### Review: Further training and development

- Reviewing from time to time methods of teaching and programmes of work.

- Participating in arrangements for further training and professional development as a teacher.

### **Educational Methods**

Advising and co-operating with the Principal and other tutors (or any one or more of them) on the preparation and development of courses of study; teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

### **Discipline, Health and Safety**

Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the Academy premises and when they are engaged in authorised Academy activities elsewhere.

### **Staff Meetings**

- Participating in meetings at the Academy which relate to the curriculum for the Academy or the administration or organisation of the Academy, including pastoral arrangements.
- Co-operating with other teachers.
- Taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.
- To keep fully up to date of developments in the teaching of your subjects and to advise the Principal accordingly.
- Seeking to raise the subject's profile within the Academy.
- Participating in other Directed Time activities as appropriate.
- Other activities or responsibilities to be agreed with the Principal.

### **Professional Standards and Development**

- To be a role model to pupils through personal presentation and professional conduct.
- To arrive in class, on or before the start of the lesson and to begin and end lessons on time.
- To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health and Safety and that of any other persons who may be affected by their acts or omissions at work.
- To be familiar with the Academy and Department handbooks and support all the Academy's policies, eg those on Health and Safety, Citizenship, Literacy, Numeracy, ICT and Safeguarding.
- To establish effective working relationships with professional colleagues and associate staff.
- To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.
- To liaise effectively with parents/carers and with other agencies with responsibility for pupils' education and pastoral team.
- To undertake any reasonable task as directed by the Head of Department.
- To be aware of the role of the Governing Body of the Academy and to support it in performing its duties.
- To be familiar with and implement the relevant requirements of the current SEN Code of Practice.
- To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who:
  - have SEN

- are gifted and talented
- are not yet fluent in English