GREY COURT
SCHOOL
An outstanding experience

Job Description

Post Title:	**Teacher of Biology KS3-5**
Purpose:	• To teach an appropriately broad, balanced, relevant and differentiated Science curriculum to students • To monitor and support the overall progress and development of students as a teacher and form tutor • To provide a learning experience which enables students to achieve their individual potential • To contribute to raising standards of student achievement • To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
Reporting to:	Head of Faculty
Working Time:	195 days per academic year. Full-time
Salary/Grade:	Main scale
Disclosure level	Enhanced
MAIN (CORE) DUTIES	
Teaching:	• To teach students, matching work accurately to their educational needs • To use a range of teaching and learning strategies to engage and motivate students • To mark students' work regularly, providing indications of KS3 or GCSE, AS and A2 levels and give written and verbal diagnostic feedback • To assess, record and report on the attendance, progress, development and attainment of students and to keep records • To undertake assessment of students as expected by external examination bodies, faculty and school procedures • To ensure that ICT, literacy and numeracy are reflected in your teaching and students' learning • To ensure a high quality learning experience for students, which meets internal and external quality standards. • To prepare and update subject materials and schemes of work • To ensure that the learning environment is stimulating and reflects high quality work • To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework

Pastoral System:	● To be a form tutor and/or a mentor to an assigned group of students ● To monitor the achievement, progress and well-being of individual students and of specific pupil groups ● To liaise with a Phase Leader to ensure that guidance and support is offered to students in accordance with school policies and procedures ● To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life. ● To contribute to the preparation of individual student plans, progress files and other reports as appropriate ● To alert key staff to any problems experienced by students ● To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff ● To contribute to CPSHE according to school policy ● To apply the behaviour management systems consistently so that effective learning takes place
Operational / Strategic Planning	● To contribute to the development of appropriate syllabuses, resources, schemes of work, marking policies, learning and teaching strategies in Science ● To contribute to the faculty's development plan and its implementation
Curriculum Provision:	● As a member of the Science team to ensure that faculty provision complements the school's strategic intents ● To contribute to extra-curricular provision
Curriculum Development:	● To assist in the process of curriculum development and change in accordance with the school's improvement plan
Staff Development:	● To participate in whole school training events ● To continue personal development in relevant areas including subject knowledge and teaching methods ● To engage actively in the Performance Management process ● To contribute to the school ethos and practice of supporting staff e.g. through support to Beginning and Newly Qualified Teachers ● To ensure the effective/efficient deployment of classroom support ● To work as a member of the Science team and to contribute positively to effective working relations within the school.
Quality Assurance:	● To implement school quality assurance procedures ● To contribute to the process of monitoring and evaluation of the Science Faculty in line with agreed school procedures ● To review the quality of your own teaching regularly ● To take part in monitoring and evaluation activities relating to teaching and learning, achievement and pastoral aspects of the school
Teachers' Standards	● To comply with the teachers' standards as set out by the independent review body and launched by Michael Gove in July 2012 ***(teachers' standards can be found on the DfE website www.education.gov.uk/publications)***

Management Information:	● To maintain appropriate records and to provide relevant accurate and up-to-date information for management information systems ● To ensure that key data is entered accurately to assist with target setting ● To track student progress and use information to inform teaching and learning
Communications:	● To communicate effectively with the parents / carers of students ● To follow agreed policies for communications in the school ● To provide written reports for students in good English
Marketing and Liaison:	● To take part in marketing and liaison activities such as Open Evenings Parents Evenings, Review days and liaison events with partner schools ● To contribute to the development of effective subject links with other schools and external partners
Management of Resources:	● To assist the Head of Faculty to identify resource needs and to contribute to the efficient/effective use of physical resources ● To ensure that you own teaching space is maintained as an orderly and stimulating learning environment
Safeguarding	● To be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol / procedures.

Other Specific Duties:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCB not mentioned in the above

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by the headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed (postholder) Date

Signed (Headteacher) Date