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**JOB DESCRIPTION  
SCIENCE DEPARTMENT – 2nd IN CHARGE**

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**Job Title:** **TEACHER OF SCIENCE – SECOND IN DEPARTMENT**  
**Reports to:** **Head of Science**  
**Responsibilities:** The current School Teachers' Pay and Conditions Document specifies the conditions of employment of a teacher. The specific responsibilities are stated below.

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**General Guidance**

- A reliable and conscientious teacher with high expectations of learners.
- Excellent and current understanding of the current KS3, KS4 and KS5 curriculum changes in science.

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**Main areas of responsibilities:** To provide support to the Head of Department and demonstrate professional leadership and management of the Science staff and curriculum, in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement for all students. Responsibilities to be reviewed.

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**Curricular Leadership**

**KEY ELEMENTS**

- To help lead and support the team of Science teachers and to be responsible for the organisation and supervision of all the KS3 teaching in the Department, in order to ensure high quality learning and highest standards of achievement in both KS3 & 4.
- To undertake responsibility of managing a key stage curriculum as negotiated by the head of the department.
- To work with the head of department in monitoring groups and closing of Gaps at KS3 and 4.
- To take responsibility for the improving of the quality of teaching and learning in Science and the supervision, training and guidance of all other teachers of KS3.
- To ensure assessment, recording and reporting and target setting in KS3 Science meet school requirements and contribute to raising achievement.
- To lead the development of the highest quality of learning resources for KS3.
- To ensure all facilities are effectively managed to deliver the curriculum successfully and achieve school aims.
- To work with the Head of Science to implement new curriculum developments at KS3 and 4
- To deputise for the Head of Science when required.
- To contribute to cross-curricular and extra-curricular activities within the school related to Science.

**General**

**KEY ACCOUNTABILITIES**

- To work with the Head of Science in supervising a team of teachers in the school's expanding Science curriculum at KS3, 4 and 5.
- To carry out duties and procedures as outlined in the school and Science Department handbook.
- To be aware of the Safety Policy and implement this in to all lessons.
- To undertake Continued Professional Development.
- To be responsible for ensuring that students have the appropriate revision books and workbooks in the department at all key stages.
- To ensure that the science room on the school Fronter is maintained and kept up to date.
- To be responsible for the assessment tests, and reporting of assessment tests at KS3
- To be responsible for class settings at KS3.
- To develop schemes of learning for KS3 curriculum and oversee its implementation.
- To ensure that the department's policy on developing literacy is implemented.

- Pastoral**
- To assist the Head of Science on a day-to-day basis in ensuring highest levels of care in the Department; in particular to ensure the welfare, attendance, punctuality and discipline of students entering the Department.
  - To support the mentoring of PGCE students and NQTs as required by the head of the department.
  - To share responsibility for formal Department events such as Parents' Evenings, Open Evenings and Celebration Evenings with other teachers in the Department.
  - To assist in school extracurricular events.
- Preparation:**
- To follow the syllabus and scheme of work developed for all key stages
  - To work in line with departmental and whole school policies.
  - To prepare well for every lesson.
  - To arrive on time and to be in the teaching room, if possible, before the lesson is due to begin.
  - To set work for all classes, both pastoral and subject areas, if absent from school.
- Teaching:**
- To teach Science at KS3-5 as directed by HOD.
  - To teach lessons in order to motivate and stimulate students, so they are able to achieve the maximum of which they are capable.
  - To mark and set work in line with school policy.
  - To maintain control of all students in your care at all times, insisting on courtesy and respect.
  - To set homework in accordance with the homework timetable.
  - An interest in cross-curricular themes.
  - An interest in using IT to teach in your subject area.
  - Knowledge and awareness of the new National Curriculum requirements for your subject area.
  - Willingness to contribute to extra-curricular activities.
- Assessment / Recording / Reporting**
- To mark students' work carefully, regularly, frequently, and with constructive comments designed to correct misunderstanding and to consolidate learning.
  - To call a register to record students' attendance at all lessons.
  - To keep a record of work, including homework set, in the Teacher Planner.
  - To keep up-to-date records of marks and assessments in line with the National Curriculum and with departmental policy.
  - To report to parents/carers through parent meetings or in writing as required.

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**Generic Duties and Responsibilities for Teachers**

**This will involve:**

- Child Protection**
- Being responsible for child protection and promoting the welfare of all students and staff, ensuring that they are protected from harm. All staff have a duty of care to ensure that if there are any concerns relating to the welfare or safety of a child their concern is immediately relayed to the Designated Person with responsibility for safeguarding children.
- Green Responsibilities**
- Demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) wherever possible in day-to-day work.
- Data Protection**
- Being aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held and ensure that all administrative and financial processes comply with this by maintaining records in accordance with the Act's guidance.
  - Treating all information acquired through your employment, both formally and informally, in strict confidence.
- Confidentiality**
- Equal Opportunities and Anti Discrimination**
- Understanding, complying and enforcing equal opportunity within the work place. Undertaking any appropriate training and challenging racism, prejudice and discrimination or any unacceptable behaviour.
- Health and Safety**
- Being responsible for your own Health & Safety, as well as that of colleagues, students, parents and visitors. Employees should follow the School's Health and Safety Policy and Procedures, co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

**Contributing as an effective and collaborative member of the School Team**

- Participating in training to be able to demonstrate competence.
- Participating in first aid training if required
- Participating in the ongoing development, implementation and monitoring of the school and department improvement plans
- Championing the professional integrity of the School
- Supporting Teaching and Learning Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions
- Undertaking any other reasonable request as required.

**Professional Standards**

- Supporting high uniform standards by maintaining smart appearance and dress appropriate to the job for which staff have been employed which reflect the expectations we have for students (Principal's decision is final)
  - All staff should arrive on time to commence their duties as described by contracts.
  - All staff are expected to attend on the days covered by their specific contract. When unable to do so the school should be contacted at the earliest available opportunity, advising the reason and when they will return and report to their line manger on return to work.
  - All staff are reminded that in their behaviour and conduct they are required to be positive role models for young, developing and impressionable minds.
  - All staff are expected at all times to treat each other, parents, students and members of the public with respect.
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## PERSON SPECIFICATION

An enthusiastic and innovative teacher, committed to raising standards of student achievement will be required for this position

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### Physical Requirements

- Good health.
- Neat business appearance.
- Ability to communicate clearly and effectively.

### Qualifications, Training and Experience

- Must hold Qualified Teacher Status and is likely to hold Graduate Status in subject area or a related subject.
- Had experience of educational dealings with the 11-18 age range of students.
- Have a sound knowledge and understanding of current educational developments in teaching, including the use of Information Technology.
- Have a commitment to high standards.
- A good understanding of the use of IT in Science
- Be able to provide evidence of the ability to institute sound procedures to ensure good behaviour and discipline within the classroom.

### Disposition / Skills

- Have the ability and personal qualities to develop and maintain good relationships with students, staff and the wider community.
- Good classroom management skills
- A commitment to improving educational standards.
- A major concern for quality and excellence.
- Able to manage constant change.
- Able to motivate colleagues to work as a successful team.
- Able to work effectively under pressure.
- Be flexible and prepared to take on new roles in the interest of the students and department if required.
- Able to give up own time for the interest of students – e.g. organising revision lessons etc.
- Have the determination and resilience to identify needs, set objectives and see them through to successful outcomes.
- Analytical thinking – undertake analysis of very complex problems.
- Challenge and support others in the students' best interests.
- Drive for improvement – sets and tackles challenging targets.
- Holding people accountable – demands performance; confronts poor performance.
- Have a passion for learning by creating and supporting a learning environment.
- Have respect for others
- Build team spirits.

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### Special Conditions

To undergo a successful enhanced DBS check.

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I, the undersigned, confirm that I agree and understand the duties in this job description

Name (print) ..... Name (signed) .....

Date .....