

## JOB DESCRIPTION

|                        |   |
|------------------------|---|
| <b>Post Title</b>      | Teacher – Chemistry   |
| <b>Responsible To</b>  | Curriculum Leader   |
| <b>Responsible for</b> | Delivering high quality teaching and learning to ensure that all students reach their full potential.   |
| <b>Salary</b>          | MPS/UPS   |
| <b>Start Date</b>      | 1 September 2019  |
| <b>Note</b>            | The duties required of all teachers under Pay and Conditions of Service Legislation are a necessary part of this job description. This is not necessarily a comprehensive definition of the post and may be subject to modification or amendment after consultation with the post holder. |

### Main Responsibilities:

- 1 To teach Chemistry to students across the age range.
- 2 To develop schemes of work and appropriate resources utilising an allocated resource.
- 3 To ensure that the classroom environment is orderly and stimulating and that the work of students is displayed and valued.

The professional duties of a teacher are listed in the School Teachers' Pay and Conditions Document under the following headings: -

### Teaching:

- planning and preparing courses and lessons.
- setting and marking of work.
- assessment, recording and reporting.

### Other activities:

- promoting the progress and well-being of individuals and classes.
- providing guidance on educational and social matters.
- making records and reports on the personal and social needs of students.
- communicating and consulting with parents of students.
- communicating with persons or bodies outside the school.
- participating in meetings arranged for any of the purposes above.

### Assessments and reports:

- providing or contributing to oral and written assessments, reports and references for students.

### Performance management:

- participating in statutory arrangements for appraisal.

### Review, further training and development:

- reviewing from time to time methods of teaching and programmes of work.
- participating in arrangements for training and professional development.

**Educational methods:**

- advising and co-operating on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching, assessment and pastoral arrangements.

**Discipline, health and safety:**

- maintaining good order and discipline among students and safeguarding their health and safety.

**Staff meetings:**

- participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

**Public examinations**

- participating in all arrangements for public examinations.

**General:**

- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of CET and the school.
- Attend and participate in regular meetings/briefings.
- Participate in training and other learning activities and performance development as required.
- Act in manner which displays the utmost confidentiality and respect of student and staff records at all times.
- To undertake other duties commensurate with the post to ensure the smooth operation of the responsibilities of the team.
- To comply with Data Protection & GDPR policies.
- Other duties in support of the establishment as decided by the Headteacher within the scope of this post.

**Safeguarding:**

CET is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check.

**Review:**

It is the practice of this school periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is CET's aim to reach agreement on any alterations.

## PERSON SPECIFICATION

**Post Title:** Teacher – Chemistry

The following qualities and aptitudes are sought in the successful candidate:

| Essential   | Desirable   |
|---|---|
| <b>Qualifications</b>   |   |
| <ul style="list-style-type: none"> <li>The successful candidate should be qualified to degree level in a Chemistry discipline.</li> </ul>   | <ul style="list-style-type: none"> <li>Post-graduate qualification (MA etc.)</li> </ul>   |
| <ul style="list-style-type: none"> <li>The successful candidate should have a relevant teaching qualification (PGCE, Cert Ed, B.Ed.).</li> </ul>  |   |
| <b>Experience and skills</b>  |   |
| <ul style="list-style-type: none"> <li>The ability to teach the full age and ability range is required.</li> </ul>  | <ul style="list-style-type: none"> <li>Previous experience of teaching Chemistry is desirable but not essential.</li> </ul>   |
| <ul style="list-style-type: none"> <li>A thorough knowledge of and enthusiasm for the subject of Chemistry is required.</li> </ul>  |   |
| <ul style="list-style-type: none"> <li>A commitment to the provision of quality and equality of opportunity in the teaching of Chemistry is required.</li> </ul>  | <ul style="list-style-type: none"> <li>Competence and experience in the use of ICT in the teaching of Chemistry is desirable.</li> </ul>                                |
| <ul style="list-style-type: none"> <li>Excellent written and oral communication skills in a variety of contexts (students, parents, colleagues etc.) are sought.</li> </ul>   |   |
| <ul style="list-style-type: none"> <li>The successful candidate will be required to work effectively in a closely knit team.</li> </ul>   | <ul style="list-style-type: none"> <li>Experience of or a willingness to make a significant contribution to extra-curricular activities is highly desirable.</li> </ul> |
| <ul style="list-style-type: none"> <li>Commitment to continuous review and curriculum development is sought.</li> </ul>   |   |
| <ul style="list-style-type: none"> <li>Candidates should have a forward-looking approach to teaching and have drive, initiative and the ability to respond quickly to further developments in education within school.</li> </ul> | <ul style="list-style-type: none"> <li>An understanding of the changing school environment and national issues will be an advantage.</li> </ul>                         |
| <ul style="list-style-type: none"> <li>Committed to the safeguarding of children and young people.</li> </ul>   |   |