

# JOB DESCRIPTION

## *Science Teacher*

This job description applies to all members of staff who teach, whether on a full-time or a part-time contract.

Accountable to: The member of staff is ultimately responsible to the Headmaster for the performance of their duties, though this is through their Head of Faculty, the Head of Elleray and the Deputy Head (Academic)

### **Teaching Responsibilities**

- To teach his or her subject(s) under the direction of the relevant line manager and to be available throughout the school year, including periods of examinations, during such times when classes have been assigned regardless of whether those classes take place or not.
- To be responsible directly to the relevant Head of Faculty in academic matters and to prepare all relevant lessons and schemes of work.
- To ensure students are well prepared for all assessment required for their courses, delivering lessons with enthusiasm and imagination.
- To set, mark and return prep and other academic assignments, including examinations, in accordance with the school requirements.
- To comply with reporting deadlines and to report accurately to parents in accordance with the School's reporting procedure.
- To deliver lessons that ensure all students make progress in their learning and to maintain a purposeful, safe learning environment.
- To attend faculty meetings and share in the development work of the faculty.
- To work with their line manager in ensuring high standards in the layout and presentation of classroom areas, including the creation of effective teaching displays.
- To assist with trips and other extra-curricular events as required.
- To be punctual for all lessons and commitments and expect the same from pupils.
- To participate in the School's Continuing Professional Development scheme and take part in in-service training as and when appropriate.
- To attend Staff Meetings, meetings with parents and other such official occasions as may be determined by the Headmaster.
- To be responsible for your own Health and Safety and that of the students in your care, reporting any concerns to your line manager.
- To familiarise yourself with the School's Health and Safety policies and procedures, including risk assessments and safe methods of work specific to your faculty.
- To maintain good order and discipline amongst students, to safeguard their health and safety and, when appropriate, to check their attendance in class and elsewhere in School.
- To subscribe to the ethos of the School and to its aims as set out in the School Development Plan.
- To comply with all school procedures as set out in Staff Handbook.
- To provide a good role model for students.



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- To help cover short-term absence of staff as part of the cover system and to assist with the invigilation of internal examinations.
- To help supervise sessions, such as Induction at the start of term, required for the organisation and smooth running of the academic curriculum.
- To participate in the weekly Activity and Service programme of the School as required as well the staffing of any additional curricular activities and events, e.g. expeditions, team fixtures, rehearsals, etc.
- To act as a Tutor (see separate Job Description) or to assist with the tutoring system.
- To assist with School duties. These will include:
  - Marketing events
  - Open Days and Prize Day
  - General lunch and breaktime duties.
- To take a full part in the life of the School beyond the classroom, including regular attendance at school functions.
- To attend briefings and morning reflection.
- To perform whatever additional duties may reasonably be required by the School.

## **Child Responsibilities**

The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Child Protection Officer.

*Windermere School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*