



Mount St Mary's College / Barlborough Hall School

Job Description

Job Title:	Primary Teacher (Science Specialist)
Salary:	MSM Teacher's Main Pay Scale (starting salary dependent on qualifications and experience)
Location:	Barlborough Hall School
Responsible to:	Head Teacher
Fixed Term:	6 months (April 2019 to October 2019)

Job Purpose

All members of the teaching staff have a responsibility for the education of pupils to the highest of standards throughout the school, together with the extra-curricular life of the school. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Main duties and responsibilities

The post holder will be expected to:

- Demonstrate a range of teaching methods and keeping abreast of developments in EYFS, Key Stage 1 and Key Stage 2;
- Develop the Science curriculum across all key stages;
- Employ a range of teaching resources including the displays of pupils' work;
- Take responsibility for the implementation of and compliance with policies and procedures relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Follow the EYFS protocols in accordance with the school document.
- Recognise the specific needs of each pupil and of classes as a whole, setting an appropriate pace for lessons and adapting teaching methods to the needs of pupils;
- Establish a stimulating, structured learning environment conducive to learning and where pupils know that high standards are always required;
- Manage the classroom effectively with appropriate use of behaviour strategies in accordance with school policy and reflective of the ethos of the school;
- Motivate pupils and establishing a rapport conducive to learning;
- Provide an attractive displays of children's work and information to enhance the learning environment;
- Provide gifted and talented pupils with appropriate challenges while supporting those with special educational needs in line with the school's SEN/Learning support policy;
- Carry out assessments according to whole school policies;
- Record assessments and reports to set deadlines;
- Set, moderate and mark examination work, class work and homework relevant to whole school policies;

- Attend Key Stage meetings and sharing Key Stage responsibility. Attending staff meetings and school or departmental INSET. Seek opportunities for professional development through opportunities as part of the schools INSET programme and through the participation in the school performance management scheme;
- Proactively communicate with parents throughout the year;
- Report to parents on progress at parents' evenings or on request from parents during the academic year;
- Assess and record pupil's achievements and progress within the statutory requirements and school's assessment policy, including contributing to each child's learning journey;
- Promote high standards of work and behaviour inside and outside the classroom;
- Contribute to the extra-curricular life of the school;
- Expectation to attend and supervise pupils during trips and excursions away from school premises;
- Carry out the normal supervision duties as laid down in school policies;
- Promote the values and ethos of the school as enshrined in its mission statement to all;
- Prepare and planning of lessons and work matched to the individual needs of children and within the school's agreed policy and schemes of work;
- Produce written records of such planning in accordance with school policy;
- Contribute to meetings, discussions and management systems necessary to ensure the co-ordination of the work of the school as a whole;
- Ensure that the classroom is kept tidy and attractive, with children's resources readily available to them to find independently;
- Contribute to and ably partake in the delivery of the School Development Plan;
- Supervise the use of support of staff relevant to the class;
- Contribute to the provision of a safe and secure learning environment;
- Undertake agreed professional development activity in relation to this role.

Involvement in the Whole School – duties and supervision:

- Maintaining and upholding the ethos of the school and policies regarding behaviour and discipline;
- Providing a positive contribution to the religious and spiritual life of the school;
- Participating in assemblies and any other relevant religious service;
- Supporting the hobbies and the Saturday school programme throughout the year as per your contract of employment;
- Contributing to and supporting the school house system.

Training & Development

- As a teaching professional, ensure you set personal targets for yourself and take responsibility for your own continuous professional development;
- Take part in training as directed by the school, including but not exclusively, first-aid training, shared vision and internal training in behaviour management;
- Maintain up to date knowledge of emerging developments within education especially within the areas of your expertise;
- Attend any training required by the school;
- Play an active part in the School's annual appraisal/performance development process.

ICT

- Have a good understanding and knowledge of the General Data Protection Regulations (2018) and ensure working practices comply with the regulations.

Health & Safety

Under Health & Safety legislation, you have a responsibility to yourself and others for ensuring adherence to the School's Health & Safety Policy by:

- Reporting all accidents and unsafe situations to your line manager and in accordance with School policy.
- Cooperating with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety and welfare.
- Following any training you receive when using any work item provided.

All school staff are expected to:

- a. Work towards and support the School's vision and the current objectives.
- b. Support and contribute to the School's responsibility for safeguarding and promoting the welfare of children and young people, adhering to all safeguarding policies and procedures.
- c. Value promote and advance equality and diversity.
- d. Work within and adhere to the School's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- e. Adhere to Data Protection principles and policy, ensuring confidentiality of the School's activities is maintained in order to protect the integrity of the School and its people.
- f. Maintain high professional standards of attendance, punctuality, appearance, conduct positive and courteous relations with pupils, parents and colleagues.
- g. Engage actively in the performance review process.
- h. Work within the School's pastoral and behaviour management policies and structures.
- i. Undertake other reasonable duties related to the job purpose required from time to time.

Mount St Mary's College/Barlborough Hall School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

PERSON SPECIFICATION

The post holder must:

- Hold a teaching qualification, e.g. PGCE, B.Ed, QTS or previous teaching experience and/or substantial experience in the subject areas
- Hold a degree or relevant or appropriate qualification in the relevant subject area(s)
- Have a thorough up-to-date knowledge of the subject/specialisms and to take account of relevant wider curriculum developments
- Have a good knowledge and understanding of Health & Safety issues within the subject area and operate to the standards required
- Have a sound understanding of assessment
- Have excellent written and communication skills, including appropriate ICT skills
- Have a secure knowledge of the importance of data as a means both to measure and to extend progress
- Have a high level of organisational skills
- Have an understanding of what is required to secure effective quality teaching and learning
- Be a reflective practitioner
- Be able to provide appropriate challenges for students
- Have knowledge of behaviour management strategies and an ability to maintain good classroom discipline
- Be emotionally resilient
- Be flexible and a willing to be involved in activities that promote the School
- Be able to work as part of a team
- Be able to form and maintain appropriate relationships and personal boundaries with children and young people
- Be committed to safeguarding and promoting the welfare of children and young people and be suitable to work with Children and Young People
- Demonstrate commitment to lifelong learning and a willingness to contribute to furthering their own learning through CPD

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Head Teacher and the Senior Leadership Team. This job description may be reviewed annually and it may be modified or amended at any time during the year after consultation with the post holder.

Prepared January 2019