

STAINES PREPARATORY SCHOOL



SCIENCE COORDINATOR AND CLASS TEACHER– JOB DESCRIPTION

Professional Duties:

The Science Coordinator is accountable to the Headmistress, Deputy and Assistant Head for the teaching of Science throughout the School and will work to support all teachers in the Lower School, through Year Coordinators where appropriate, and Science Teachers in the Upper School.

In addition to carrying out the professional duties of a classroom teacher the Science Coordinator shall have the additional responsibilities listed below:

Policy and Leadership

To lead and support colleagues to establish, develop and review policy.

- To work with colleagues in developing and reviewing relevant policies, schemes of work and handbooks.
- To establish and maintain regular communications with the Headmistress/Line Manager and liaise with other schools and external agencies where appropriate.
- To represent the views of colleagues within Science in a variety of situations.

Management of Teaching and Learning

To lead the management of the Science curriculum and its development, including teaching and learning strategies, and to monitor and evaluate pupils' learning.

- To work with colleagues in developing the curriculum to provide consistency across year groups and promote continuity and progression throughout the School. Consideration must be taken of the current requirements of local secondary schools, the National Curriculum, the Common Entrance Curriculum (11+) and any appropriate inspection body.
- Brief and update colleagues, through meetings and workshops, on relevant policy and practice.

Management of People

To lead and support colleagues in developing strategies to put agreed policies into practice.

- When required, be involved in the recruitment, induction and deployment of staff.
- Lead and manage meetings.
- When appropriate delegate tasks to colleagues.
- Develop effective working relationships with staff and parents.
- To provide individual support to staff when necessary.
- Identify and facilitate the training needs of colleagues, where appropriate.

Management of Financial and Physical Resources

To develop, maintain, monitor and control the financial and physical resources of the area of responsibility.

- Ensure that the budget is utilised to facilitate effective teaching and learning.
- Maintain a record of equipment and resources.
- Manage the allocation of equipment and resources.

Evaluation and Quality

To monitor and evaluate pupils' learning and, where appropriate, evaluate colleagues work.

- Where appropriate, observe colleagues at work to inform future developments.
- Create the opportunity for personal research and for colleagues to learn from one another.
- Support the continuing development of staff within Science and work towards an appropriate system of evaluation within the School.
- To evaluate the received curriculum.
- Oversee systems to monitor and record pupils' progress and future planning.

Administration

To ensure that administrative requirements are fulfilled.

- Establish and maintain regular communication flow (internal and external).
- Establish and/or carry out procedures to keep records of pupils to satisfy school policies, the National Curriculum and any appropriate inspection body.
- Monitor Health and Safety issues connected with the teaching of Science and provide information for colleagues when appropriate.

Basic Responsibilities

- Ensure continuity of the Science Curriculum throughout the School
- Evaluate the curriculum and pupils' progress
- Maintain regular communication with the Headmistress, Heads of School and Year Coordinators
- Maintain a record and co-ordinate the use of shared resources
- Discuss development needs with colleagues

CLASS TEACHER

Teaching and Learning

- To teach the full range of curriculum subjects (except French) following appropriate schemes of work used by the School
- To provide for the learning experiences of all pupils in the class
- To co-operate with other teachers in the planning and delivery of the curriculum
- To assess and maintain an effective record of the pupils' learning and progress
- To administer any appropriate tests and provide follow-up support for pupils and parents when applicable
- To provide Teacher Assessments for all pupils at the end of the academic year
- To ensure good continuity between Year Groups and Key Stages
- To assist in curriculum development throughout the whole School
- To manage the class budget in order to promote effective teaching and learning
- To maintain an environment that is conducive to learning
- To maintain records and carry out procedures to satisfy school policies
- To supervise, plan work and provide necessary resources for Learning Support Assistants, where appropriate
- To co-ordinate a subject, a year group or another aspect of school life

General:

- To foster an enthusiasm for learning in an atmosphere of 'happy industry'
- To promote good manners and behaviour through example
- To work in co-operation with the Year Coordinator, Subject Coordinators and the Heads of School
- To establish good working relationships with parents
- To keep abreast of current practice through taking personal responsibility for ongoing professional development

Extras:

- To perform a reasonable number of playground/supervisory duties
- To attend Staff Meetings, Parents' Evenings, Open Mornings and Sports' Days
- To maintain an involvement in school activities
- To be involved in extra curricular activities
- ***Plus any other duties as detailed by the Headmistress.***

All Staines Prep staff have responsibility for promoting and safeguarding the welfare of children for whom they are responsible, or come into contact with and must adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out their duties a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report their concerns to the school's Designated Safeguarding Leader (DSL) or to the Headmistress.

All applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure Barring Service and a Disqualification by Association disclosure.