



JOB DESCRIPTION

Rydal Penrhos Preparatory and Senior Schools

POST: TEMPORARY PART TIME SCIENCE TEACHER
POSTHOLDER:

This job description may not be a comprehensive definition of the post. It may be amended at any time, following discussion between the Head of Department or Deputy Head and upon agreement from the Headmaster. It will be reviewed annually. (Teachers are required to reflect regularly upon the Welsh Government Professional Standards for Teaching and Leadership)

ACCOUNTABLE TO: The post holder is accountable to the Head of Prep School for teaching and other duties.

CORE PURPOSE: To develop the academic, creative, social, physical and moral capability of all pupils so that each realises his/her potential.

To undertake the teaching, pastoral and administrative duties in respect of Rydal Penrhos Preparatory School pupils and specifically for this year –Science teaching at KS2 and KS3.

RESPONSIBILITIES AND KEY TASKS

A PLANNING, TEACHING AND CLASS MANAGEMENT

- To participate in the development of schemes of work and materials for use in the academic and pastoral teaching programme.
- To prepare lessons thoroughly and review regularly for content, presentation, relevance and quality, and to set assignments, mark work promptly and keep appropriate records.
- To ensure that teaching content, methods and resources are appropriate, varied and differentiated in order to meet the learning styles and abilities of all pupils.
- To display pupils' work in the teaching room and around school clearly and effectively in such a way as to promote learning and pupil esteem.
- To provide a stimulating classroom environment where resources can be accessed appropriately by all pupils.
- To use positive and effective class management strategies to ensure that pupils are not distracted from learning by the activities of others whilst equally encouraging natural lively curiosity.
- To maintain an up-to-date record of all planning and add weekly plans to the on-line curriculum planning folder.
- To lead, organise and direct any support staff within the classroom.
- To liaise with members of the Learning Support Department regarding the progress of individual pupils and take into consideration any IEPs when planning lessons.

B MONITORING, ASSESSMENT, RECORDING AND REPORTING

- To encourage individual progress by praising positive performance and the use of constructive marking and evaluation of pupils' learning to set individual targets for improvement.
- To keep appropriate and efficient records, integrating formative and summative assessment into termly and weekly planning.
- To prepare and present clear and informative reports for parents.
- To attend appropriate parent consultations, reporting effectively to parents.
- To pass on relevant academic and pastoral information to other teachers during the year and particularly at the annual point of transition.

C OTHER PROFESSIONAL REQUIREMENTS

- To establish effective working relationships with all members of the school community and set a good example through personal presentation and professional conduct.
- To contribute towards the process of planning and implementation of the School Development and Improvement Plans, supporting initiatives.
- To operate within the policies and practices of the school.
- To carry out supervisory duties as required and maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy.
- To attend morning assemblies, unless excused by the Head of Prep School.
- To attend and participate in all meetings as required, including weekly staff meetings.
- To participate in the appraisal arrangements and take responsibility for own professional development and duties in relation to the school policies and practices.
- To maintain personal high standards of academic excellence by keeping up-to-date in subject matter and contemporary thought.
- To communicate and co-operate with specialists from outside agencies.
- To offer at least one extra-curricular activity.
- To take on any additional responsibilities which might, from time to time, be determined.
- **If a Form Tutor, to carry out all duties as set out in the staff handbook.**

Signed: _____ Date: _____
(Post holder) (Head of Prep School)