



**Altwood Church of England School  
Second in Science**

**JOB DESCRIPTION**

Post Holder	To be appointed
Job title	Second in Science
Responsible to	Head of Science
Responsible for	Assisting the Head of Department
Responsibility points	TLR 2b

**General responsibilities**

1. To implement and support the aims of the school.
2. To work towards high standards in teaching and learning.
3. To actively maintain order and discipline.
4. To support the implementation of school policies.
5. To maintain practices which ensure the highest standard of pastoral care.
6. To attend meetings as and when required.
7. To undertake duties of a form teacher, responsible to a Head of House.
8. To liaise with parents/carers where appropriate.
9. To actively seek opportunities for professional development.
10. To undertake such activities as can be reasonably expected by the Headteacher.

**Subject teacher responsibilities**

1. To support all agreed initiatives.
2. To encourage students to achieve the highest standards of work possible.
3. To make sure that all students have an equal opportunity to succeed.
4. To ensure that the learning environment is well organised and supports outstanding outcomes.
5. To ensure that high quality resources are used within the classroom.
6. To ensure that a variety of teaching methods and styles are used.
7. To undertake accurate and relevant assessment of students.
8. To work with the department to produce up-to-date and relevant schemes of work.
9. To undertake the role of form tutor.
10. To support initiatives developed by the House team.

### **Specific Responsibilities as Second in Science**

1. To liaise with the Head of Science.
2. To support all members of the department
3. To further develop the Science department.
4. To develop and evaluate department schemes of work and appropriate subject materials for Key Stages 3, 4 and 5.
5. To help establish a department development plan and contribute to the Science department SEF.
6. To ensure that subject staff members follow school procedures.
7. To assist the head of department in staff development within the subject and plan CPD in line with the department development plan.
8. To liaise with House teams.
9. To help ensure that order and discipline are of a high standard within the department.
10. To encourage the spiritual, moral, social and cultural development of pupils.

The job description is to be performed in accordance with the provisions of Altwood School's Teachers' Pay and Conditions Document and within the range of duties set out in that document. The post is also subject to the conditions of Service for Academy Teachers in England and Wales and to locally agreed conditions of employment.

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

**PERSON SPECIFICATION**

**1. QUALIFICATIONS AND TRAINING**

	<b>Essential</b>	<b>Desirable</b>
Qualified teacher status	✓	
Degree with appropriate subject specialism	✓	
Recent participation in a range of relevant In-service training	✓	
Willingness to engage in further CPD	✓	

**2. TEACHING EXPERIENCE, KNOWLEDGE AND UNDERSTANDING**

	<b>Essential</b>	<b>Desirable</b>
Leading successful whole-school initiatives which raised student learning or improved the quality of teaching and learning		✓
Exemplary classroom practitioner	✓	
Experience of providing effective support, advice and guidance to colleagues on learning and teaching	✓	
A clear philosophy on how and why the subject should be taught	✓	
Experience of implementing the principles and practices in behaviour management and strategies that support learning	✓	
Understanding of secondary curriculum and assessment	✓	
Knowledge of structure and content of Science Curriculum	✓	
Understanding and knowledge of current educational issues	✓	
Awareness of effective learning and teaching strategies in a secondary school and wider learning community	✓	
Knowledge of secondary school improvement strategies	✓	
Experience of PiXL approaches		✓
Awareness of professional development needs of self and others	✓	
Ability to communicate effectively in a variety of situations	✓	
Experience of professional networking and collaboration		✓
Experience of use of a range of data-management tools for student and staff development	✓	

Experience of secondary school leadership and management		✓
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### 3. PERSONAL SKILLS AND QUALITIES

	Essential	Desirable
Effective written and verbal communication skills	✓	
Excellent interpersonal skills	✓	
Ability to demonstrate confidence and commitment	✓	
Ability to inspire adults, students and young people to engage in life-long learning	✓	
Ability to work independently and collaboratively as a member of a team	✓	
Resourcefulness and creativity	✓	
Reliability and integrity	✓	
Good personal organisation	✓	
Good attendance and punctuality	✓	
Commitment to working in a Church of England School	✓	

### 4. FURTHER REQUIREMENTS

	Essential	Desirable
Application forms should be completed in full	✓	
Letters should be clear and concise	✓	
Clear educational philosophy	✓	
Should address the criteria identified in the person specification	✓	
Appointment is subject to DBS clearance	✓	

### 5. REQUIREMENTS FROM CONFIDENTIAL REFERENCES

	Essential
Written reference(s) only	✓
Confirmation of professional and personal knowledge, skills and abilities	✓
Positive recommendation from current employer	✓
Good health and attendance record	✓