

NORLINGTON SCHOOL AND 6TH FORM JOB DESCRIPTION

Post: Teacher of Science
(Maternity cover – January 2027 – December 2027)

Salary Scale: Main Professional Scale/ UPS
(dependent on experience)

Start Date: January 2027

Reports to: Head of Department

Specific Job Content

The following list of duties and responsibilities should give a detailed flavour of the specific role at Norlington School. However, the successful candidate will need to be adaptable, flexible and proactive and be prepared to respond accordingly to the changing and evolving needs of the school and our pupils and families. The post holder will be expected to carry out all duties in the context of and in compliance with all the Trusts' policies.

Purpose of Job:

- Teach as required at all levels to whole classes: KS3 and KS4.
- Maintain records of achievement and progress of all pupils in accordance with the statutory requirements and the school policy.
- Contribute to the department's bank of resources and assist in the production of materials which consider pupils of all abilities and levels.
- Contribute to the drawing up, evaluation and reviewing of schemes of work in relation to the teaching throughout the school.
- Plan and evaluate work in accordance with school policy.

Responsibilities:

- Planning and preparing courses and lessons
- Teaching, according to their educational needs, the pupils assigned to her/him, including the setting and marking of work to be carried out by the pupil in school and elsewhere
- Assessing, recording and reporting on the development, progress and attainment of pupils having regard to the curriculum of the school
- Promoting the general progress and well-being of individual pupils and of any class assigned to her/him
- Providing guidance and advice to pupils on educational and social matters and on their further education and future careers
- Making records of and reports on the personal and social needs of pupils
- Communicating and consulting with the parents of pupils

- Communicating and co-operating with persons or bodies outside the school
- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils
- Participating in arrangements made for the appraisal of his/her performance and that of other teachers
- Reviewing methods of teaching and programmes of work
- Participating in arrangements for his/her further training and professional development as a teacher
- Advising and co-operating with the Principal, managers and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- Maintaining good order and discipline among the pupils and safe-guarding their health and safety when they are authorised to be on the school premises, and when they are engaged in authorised school activities elsewhere.
- Participating in meetings at the school which relate to the school curriculum for the school or the administration or organisation of the school including pastoral arrangements.
- Supervising and so far, as practicable teaching any pupil whose teacher is not available to teach them, provided that no teacher shall be required to provide such cover longer than national and local arrangements for cover stipulate.
- Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations, recording and reporting such assessments, and participating in arrangements for pupils' presentation for and supervision during such examinations taking such part as may be required of her/him in the review, development and Management of activities relating to the curriculum, organisation and pastoral functions of the school.
- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials.
- To perform in accordance with any directions which may reasonably be given to her/him by the Principal from time to time, such particular duties as may reasonably be assigned to her/him.
- To support the extra-curricular programme. This includes before school, lunch and after school activities and on occasions during weekends.

Liaising with:

- Parents, both through formal parents' meetings and at other times as appropriate
- SLT
- Head of Year
- SEN/EAL

- The examinations Officer regarding external examination entries and Examination boards as required
- Other agencies both within and outside of school as appropriate to student need.
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Other requirements:

- Posts will be subject to a Prohibition check for all roles involved with the management of pupils.
- To have an up-to-date Enhanced DBS check.

Disclosure and Barring Service This post will result in you having unsupervised contact with children as detailed in Protection Freedom Act 2012. The Trust, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application, you will subject to a Disclosure and Barring Service check. Further information about Disclosure and Barring Service and the Trust approach to recruiting is available at www.norlington.net