**JOB DESCRIPTION**

**POSITION:** Science Instructor

**SCALE:** Unqualified Teacher Scale point 3

**HOURS & PAY:** 35 Hours per week,

**PURPOSE OF JOB:**

* To implement and deliver a broad, balanced and inclusive curriculum for students and to support a designated curriculum area.
* To monitor and support overall progress and development of students and therefore contribute to raising standards of student attainment.
* To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.

**MAIN ACTIVITIES:**

* To teach students according to their educational needs.
* To assess, record and report on the attendance, progress, development and attainment of students and to keep and provide records as required.
* To contribute to reports, references and assessment of students as required.
* To undertake designated programmes of teaching.
* To ensure high quality learning experience for students which meets internal and external quality standards.
* To prepare and update subject materials.
* To use a variety of learning and teaching methods which will stimulate learning appropriate to the students needs and the demands of the specification.
* To maintain discipline in accordance with the school procedures to encourage attendance, punctuality, good behaviour and good standards of work.
* To undertake assessment of students’ work in accordance with the requirements of external examining bodies.
* To work as a member of the wider school team
* To produce the schemes of work and relevant resources
* To contribute to and implement the School Improvement Plan
* To plan and prepare lessons
* To contribute to whole school planning activities
* To take part in staff development programme
* To engage actively in the Performance Management system
* To communicate effectively with parents/carers/guardians as well as external agencies where appropriate and to follow agreed communication procedures
* To take part in open evening and parents evenings as appropriate
* To promote the general progress and wellbeing of students.
* To encourage student participation in wider school life
* To alert staff to problems experienced by students
* To play a full part in the life of the school community and support the ethos and aims.
* To promote actively the school corporate policies.
* To promote personal development as agreed
* To comply with the school health and safety policy and practice.

To undertake any further tasks which could be reasonable expected by the school.

**Personal Qualities & Attributes**

* Good at time management.
* Organised.
* Excellent interpersonal skills.
* Calm in manner, approachable and flexible.
* Empathetic and sensitive to differing viewpoints.
* Commitment to a multi-agency Team approach.
* Recognise own professional development needs and wiling to learn new skills.
* Maintaining good order and discipline among the students and safeguarding their health and safety.

**QUALIFICATIONS:**

* Relevant Degree in relation to subject preference
* Understanding of relevant polices/codes of practice and awareness of relevant legislation
* Good understanding of child development, behaviour and learning
* Knowledge and experience of procedures and legal requirements related to Child Protection and Safeguarding
* Outstanding record of attendance and punctuality