



BEECHWOOD SCHOOL

Job Description

Post title:	Chemistry Teacher
Hours of Work:	8:30am – 4:30pm, Monday to Friday.
Salary:	Experience Dependent
Responsible to:	Head
Start Date:	September 2024
Key Purpose of the Job	To ensure the effective teaching of Science, with a specialism in Chemistry, to all pupils in the Senior school, helping them to develop both inside and outside the classroom. Support the policies and aims of the School and ensure the good social, emotional and physical development of every child.
Main Responsibilities	<ol style="list-style-type: none">TEACHING<ul style="list-style-type: none">Planning and preparing courses and lessons.Teaching the pupils assigned to you; setting and marking work (including examinations) to be carried out by the pupils in School or elsewhere.Assessing, recording and reporting on the development, progress and attainment of pupils.OTHER ACTIVITIES<ul style="list-style-type: none">Promoting the general progress/wellbeing of any individual group of pupils assigned to you.Providing guidance and advice to pupils on educational and social matters.Making records and reports on the personal and social needs of the pupils.Communicating and consulting with the parents of pupils.Communicating and co-operating with persons or bodies outside the School.Participating in meetings arranged for any of the purposes described above.Accompanying pupils on trips away from the School.Maintaining and monitoring display work in appropriate areas of the School.ASSESSMENTS AND REPORTS<ul style="list-style-type: none">Providing/contributing oral and/or written assessments, reports and references relating to individual/groups of pupils.APPRAISAL<ul style="list-style-type: none">Participating in any arrangements that may be made for Performance Management.

	<p>5. FURTHER LEARNING AND DEVELOPMENT</p> <ul style="list-style-type: none"> • Reviewing from time to time your methods of teaching and programme of work. • Participating in arrangements for your professional development. <p>6. EDUCATIONAL METHODS</p> <ul style="list-style-type: none"> • Advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements. • Being aware of developments in ICT and how they may be integrated into your subject. <p>7. DISCIPLINE, HEALTH AND SAFETY</p> <ul style="list-style-type: none"> • Maintaining good order and discipline among the pupils and safeguarding their Health and Safety both when they are on the School premises and when they are engaged in authorised School activities elsewhere. <p>8. STAFF MEETINGS</p> <ul style="list-style-type: none"> • Participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements. • Working with other members of staff as necessary at the end of the academic year to ensure a smooth transition for pupils and teaching staff into the next year, including liaising with Teachers and staff from other Schools within the Group. <p>9. PUBLIC EXAMINATIONS</p> <ul style="list-style-type: none"> • Participating in arrangements for preparing pupils for and supervising them during public examinations and providing assessments. <p>10. ADMINISTRATION</p> <ul style="list-style-type: none"> • 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. • Attending assemblies, registering the attendance of pupils and supervising them, whether these duties are to be performed before, during or after School sessions. <p>All employees at Beechwood are expected to undertake additional duties as assigned by the Headmaster. Most instructional staff are also tutors and they would be reporting to the Heads of Year for this.</p>
<p>General Teacher Specific Tasks</p>	<ul style="list-style-type: none"> • A full-time teacher is expected to teach 54 periods per cycle (ppc); a cycle is 60 (50 minute) lessons over a 2 week timetable, do duties and offer at least two after school clubs per week. • To ensure familiarity with the contents of the Staff Handbook and take responsibility for implementing policy into practice. • To teach as required by the timetable, effectively planning, preparing and delivering lessons in accordance with the Code of Conduct. • To maintain a good working knowledge of developments within specific subject areas taught. • To provide a high quality learning experience for every student based on targets which meet with internal and external quality standards. • To plan for the effective use of any Teacher Assistants in lessons where allocated.

	<ul style="list-style-type: none"> • To make use of all relevant data to ensure that the individual needs of students are met. To prepare reports and complete assessments and contribute to pupil passports and IEPs as required. • To set and mark pupils' homework regularly in line with the homework timetable where applicable and the school and departmental policy; maintain records of these assessments. • To manage behaviour of students in lessons in line with the school policy and Beechwood Ethos to encourage good practice among our students with regard to punctuality, behaviour and standards of work. • To undertake a share in the corporate responsibility for the wellbeing of students and student behaviour management, supporting all school policies relating to this and especially with regard to safeguarding and promoting the welfare of students, along with their protection. • To attend meetings as requested e.g. parents' evenings, staff meetings and any other appropriate meetings as may be reasonably required at the discretion of the Headmaster. • To participate in the School's Internal Staff Development Programme. • To work effectively within a team context and contribute to effective working relationships within the school. • To set and mark internal examination papers as required and to record this information as required by the Subject Leader. • To teach other subjects from time to time as necessary, such as PHSME, Life Skills etc. • To be a form tutor.
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Person Specification

Alpha Schools Limited is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
Qualifications:	<ul style="list-style-type: none"> • NQT or QTS • Bachelor's degree in relevant subject 	<ul style="list-style-type: none"> • Master's degree or doctorate in relevant subject. • Recent participation in a range of relevant In-service training 	Production of the Applicant's certificates
Experience:	<ul style="list-style-type: none"> • Teaching up to A Level in a school environment. • Highly effective teaching of Physics across the Key Stages as shown through strong student progress. • Evidence of high pupil achievement from teaching. • Experience of planning in accordance with specific 	<ul style="list-style-type: none"> • Teaching up to A Level in multiple schools. • Working as a form tutor. • Involvement in extra-curricular activities. 	CV Interview Professional references

	assessment objectives (GCSE & A level) and/or EOY (KS3, KS4 & KS5)		
Skills:	<ul style="list-style-type: none"> • Excellent interpersonal skills. • Excellent written and verbal communicator. • Competent user of ICT both in and beyond the classroom. • Build successful and appropriate relationships with pupils, staff, parents, and the wider community. • Confidence, commitment, and integrity. • Maintain confidentiality • Strong Excel skills. 		<p>CV</p> <p>Interview</p> <p>Professional references</p>
Knowledge:	<ul style="list-style-type: none"> • Educational development of pupils and how to encourage them to reach their potential. • Knowledge of programmes of study and assessment in Physics. • Effective teaching and learning strategies. • Understanding of Health and Safety requirements relating to science. • Understanding of the importance and implementation of safeguarding procedures. 	<ul style="list-style-type: none"> • Recent professional development related to their subject area. 	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>
Personal competencies and qualities:	<ul style="list-style-type: none"> • Professional and efficient. • Honesty and reliability. • Hard working. • Motivational and inspirational. 		<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>