

## Job Description – KS3 Maths and Science



<b>Purpose</b>	<p>TradeWinds Academy continues to grow and we are looking for enthusiastic and versatile teachers to join our team. The successful candidate will teach Maths and Science in Key Stage 3, and may have some teaching responsibility in Upper Key Stage 2, depending on skills and experience.</p> <p>The main aims of this role are to ensure high quality teaching, effective use of resources and the highest standards of care, learning and achievement for all pupils.</p>
<b>Duties and Responsibilities</b>	
<b>Teaching and Learning</b>	<ul style="list-style-type: none"><li>• To plan, implement and monitor lesson plans to ensure pupils have the opportunity to meet their potential taking account of the needs of pupils who are under achieving or very able.</li><li>• Be familiar with Cambridge or Edexcel Curriculum for Maths and Science</li><li>• To have an up-to-date knowledge and understanding of the professional duties of teachers.</li><li>• To have an up-to-date knowledge of the mathematics curriculum and specifications at Key Stage 3.</li><li>• Have a rich wealth of subject knowledge and a passion for inspiring outstanding science.</li><li>• To monitor pupil's class and home activities, providing constructive, oral and written feedback.</li><li>• To use teaching strategies that keep pupils engaged through effective questioning, lively presentation, and good use of resources.</li><li>• Make use of formative and summative assessment and report information to relevant stakeholders.</li><li>• To fully utilise the school virtual learning environment (Class Dojo).</li><li>• Use a wide range of resources and extracurricular activities to provide students with a broad range of activities and experiences in keeping with the School's guidelines</li><li>• To create a safe and stimulating learning environment that supports learning and in which pupils feel secure and confident.</li><li>• Attend assemblies and events, and contribute to the preparation of these throughout the year.</li><li>• Work to achieve the general and particular aims of the school, expressed in the School Development Plan.</li><li>• To adhere to policies of the Ministry of Health and ensure all tasks are carried out with due regard to health and safety</li></ul>

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<p style="text-align: center;"><b>Behaviour and Safety</b></p>	<ul style="list-style-type: none"> <li>• Establish a safe, purposeful and stimulating environment for pupils, in line with the school's ethos</li> <li>• Manage behaviour in line with the schools behaviour policy and introduce additional strategies where necessary</li> <li>• Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils</li> <li>• Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary</li> <li>• Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils</li> <li>• To set a good example to the pupils taught through presentation and personal conduct.</li> <li>• Have high expectations of behaviour, promoting self-regulation and independence of all learners</li> <li>• Carry out playground and other duties</li> <li>• Promote and support the ethos of the school.</li> <li>• Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school procedures</li> </ul>
<p style="text-align: center;"><b>Collaboration</b></p>	<ul style="list-style-type: none"> <li>• Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies</li> <li>• Play an active role in staff meetings</li> <li>• Work as a team member and identify opportunities for working with colleagues and share the development of effective practice with them</li> <li>• Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate, threshold assessments</li> <li>• Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil</li> <li>• Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school</li> <li>• Cover for absent colleagues as necessary</li> </ul>
<p style="text-align: center;"><b>Wider Professional Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Work collaboratively with others to develop effective professional relationships</li> <li>• Deploy support staff effectively as appropriate</li> <li>• Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems</li> <li>• Communicate and co-operate with relevant external bodies</li> <li>• Organise and promote Class, Milepost or Whole-school events</li> <li>• Make a positive contribution to the wider life and ethos of the school</li> </ul>

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<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils’ progress, attainment and well-being</li> <li>• Refine approaches where necessary responding to advice and feedback from colleagues</li> <li>• To undertake appropriate professional development and positively participate in the appraisal of own performance</li> <li>• Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of professional development conversations</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Register the attendance of and supervise learners, before, during or after school sessions as appropriate</li> <li>• Participate in and carry out any administrative and organisational tasks</li> <li>• To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality</li> <li>• Perform any reasonable duties as requested by school leadership</li> </ul>
<b>Safeguarding</b>	<p>TradeWinds Academy is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks.</p> <p>We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. We expect all staff and volunteers to share this commitment</p>