

## Job Description

### Classroom Teacher of Science (Part-Time)

#### Summary of the role:

Teachers at Wolverhampton Grammar School operate primarily in and around the classroom, but are expected in addition to contribute to the routine and extra-curricular life of the school, and to undertake pastoral work as a tutors. The role of a teacher encompasses many areas and the following are minimum expectations:

#### Subject teaching

- to teach and prepare lessons effectively;
- to work within the departmental framework as a member of the departmental team, contributing to meetings and departmental activities;
- to share the necessary administration and preparation in support of the work of the department;
- to support and encourage colleagues;
- to set and mark homework regularly;
- to attend Parents' Evenings to discuss pupils' academic progress and future targets;
- to complete mark lists, grades, school reports routinely and occasional special reports on pupils they teach;
- to assist in the promotion of the school by helping to invigilate and/or mark the entrance examination and by making positive contributions to the open day and other marketing activities.

#### The life of the school

- to undertake whole school supervisory duties as directed by the Deputy Head;
- to make positive contributions to the extracurricular life of the school, either as a sports coach, running an extra-curricular activity, in the musical or dramatic life of the school or in other ways;
- to take responsibility for the welfare and safety of pupils in their charge, having regard for the school's Child Protection, Health/Safety and other policies.

**Pastoral And Tutorial  
Care**

- to be responsible for the general welfare of pupils in their tutor groups and to be the first point of contact for pupils needing help;
- to encourage high standards of behaviour, appearance, attendance, punctuality and work; referring persistent difficulties to the Head of Year;
- to complete registration (a legal requirement) – noting absences and lateness;
- to perform efficiently the routine tasks of a form tutor.

**The 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

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	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
	These are qualities without which a qualified applicant could not be appointed and which those new to the profession will be expected to develop.	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Qualified teacher status</li><li>• Good honours degree</li><li>• Good A level qualifications</li></ul>	<ul style="list-style-type: none"><li>• Evidence of formal in-service training</li></ul>	<ul style="list-style-type: none"><li>• Production of the Applicant's certificates</li><li>• Discussion at interview</li><li>• Independent verification of qualifications</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Teach and supporting students across all abilities and giving confidence to weaker students</li><li>• Experience of whole school and / or department initiatives</li></ul>	<ul style="list-style-type: none"><li>• Teaching experience in an independent school with a proven track record of success</li></ul>	<ul style="list-style-type: none"><li>• Contents of the application form</li><li>• Interview</li><li>• Professional references</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• The ability to differentiate teaching to meet all needs and to stretch the most able</li><li>• The ability to motivate and inspire pupils</li><li>• Strong ability to communicate orally and in writing</li><li>• Empathy when working with others</li><li>• IT competency</li><li>• Ability to use variety of teaching methods</li></ul>	<ul style="list-style-type: none"><li>• Strong organisational skills</li></ul>	<ul style="list-style-type: none"><li>• Contents of the application form</li><li>• Interview</li><li>• Professional references</li></ul>

	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>• Passionate about teaching and learning</li> <li>• Ability to display warmth, care and sensitivity in dealing with children and young people</li> <li>• A positive attitude to authority and maintaining discipline</li> <li>• A willing team player who works productively</li> <li>• Ability to prioritise</li> <li>• A willingness to work with parents and carers to ensure positive outcomes</li> <li>• Willingness to be involved in the wider life of school</li> </ul>		<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<p><b>The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b></p>			