



**TRINITY CATHOLIC HIGH SCHOOL**  
**(Science and Sports College)**  
**Chairman of Governors: Mrs M Bishop**  
**Headmaster: Dr P C Doherty OBE, BA (Hons), DPhil (Oxon), FRSA**

**Teacher of Science**  
**Job Description**

**General Responsibilities in Science**

- To attend all formal Science Department meetings and any other relevant school meetings
- To ensure that all schemes of work followed are adhered to and effectively taught
- To assist in the preparation and marking of assessments at KS3, KS4 and A Level as appropriate
- To assist in the implementation and preparation of all Science schemes of work
- To ensure that classroom management, preparation, marking and assessment techniques are carried out in accordance with departmental policies and guidelines
- To assess and monitor progress and development of designated students and to contribute to raising standards of student attainment and achievement.
- To assist Head of Science and Key Stage coordinators with any necessary administration
- To instruct technicians as required of any task to be carried out to ensure that the curriculum runs smoothly and that labs are maintained to a high standard
- To fulfil other professional duties as outlined in the Teachers Conditions of Service
- To ensure that all policies and procedures as outlined in the school and departmental handbooks are adhered to and actively promoted, in particular that work is set for classes missed through absence and that this work is phoned in to the Head of Science or Second in Department.
- To support the Head of Department in all matters of quality assurance.
- To liaise fully with staff and parents as necessary with respect to all aspects of their students' progress.
- To play a full part in the life of the school community to support its distinctive Catholic mission and ethos and to encourage staff and students to follow this example.
- To engage actively in the performance management review process.
- To act as a form tutor and carry out the duties associated with the role as outlined in the generic job description.
- To assist in the implementation of the behaviour management system in the school so that effective learning takes place.
- To undertake any reasonable task as directed by the Headmaster or Line Manager.
- 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. The following duties are expected of all staff.
- Proactively ensuring the effective implementation of Safeguarding and other related policies.
- To comply fully with all relevant statutory regulations as well as all school policies, Health & Safety regulations etc. communicating effectively with all relevant stakeholders including colleagues, students, parents and outside agencies as appropriate.