



# Highams Park School

An independent state funded Academy

Principal - Mr N Armsby BA (Hons) PGCE, MA, NPQH

34 Handsworth Avenue  
Highams Park  
London E4 9PJ

Phone: 020 8527 4051

Fax: 020 8503 3349

enquiries@highamsparkschool.co.uk

www.highamsparkschool.co.uk

<b>Post Title:</b>	<b>SCIENCE TEACHER (CHEMISTRY SPECIALISM)</b>
<b>Salary / Grade:</b>	<b>MPS /UPS</b>
<b>Responsible for:</b>	<b>SCIENCE</b>
<b>Responsible to:</b>	<b>HEAD OF DEPARTMENT</b>

The Professional duties of teachers, (other than the Principal) are set out in the School Teachers Pay & Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below.

## **Purpose of the role**

To deliver high-quality teaching and learning in KS3 Science and KS4 Chemistry, supporting students to make strong academic progress while contributing positively to the work of the Science Department and the wider school community.

## **Main Duties and Responsibilities**

### **Teaching and Learning**

- Teach KS3 Science and KS4 Chemistry as required, in line with school and departmental expectations.
- Plan, prepare and evaluate lessons in accordance with departmental schemes of work and school policies.
- Contribute to the development, evaluation and review of Schemes of Work across KS3 and KS4.
- Support the creation and development of a departmental bank of teaching resources, ensuring materials are accessible and inclusive for students of all abilities.
- Work collaboratively with colleagues, offering support and sharing good practice within the Science Department.
- Establish positive working relationships with students, maintaining high expectations for behaviour and learning through consistent use of the school's behavioural policy
- Contribute to the development of enrichment activities, including clubs, trips or curriculum enhancement opportunities.

### **Assessment, Recording and Reporting**

- Maintain accurate records of student attainment and progress in line with statutory requirements and departmental policy.
- Mark and return classwork and homework regularly, providing clear and constructive feedback in accordance with school and departmental marking policies.
- Adhere fully to the school's Assessment and Marking Policy.
- Complete student data entry, tracking and reports within agreed deadlines and in line with school procedures.



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- Attend Parents' Evenings and communicate effectively with students and parents regarding progress, attainment and strategies for improvement.

## Professional Responsibilities

- Fulfil the general duties expected of a Classroom Teacher, including pastoral and supervisory responsibilities where required.
- Maintain a clear understanding of safeguarding procedures, including recognising and reporting concerns promptly to the designated safeguarding lead (DSL).
- Be a positive, proactive and professional member of the Science Team, contributing to departmental development and the wider life of the school.
- Undertake any other reasonable duties as directed by the Principal.

Highams Park Academy Trust is a charitable company limited by guarantee registered in England and Wales with registered number 07738801 [and VAT registered

number 119-0793-d whose registered office is at Highams Park School Handsworth Avenue, Highams Park, London, E4 9PJ.