



## FULHAM PREP SCHOOL

### SUBJECT TEACHER JOB DESCRIPTION: SCIENCE

The General Professional Duties of all teaching staff include:

#### 1. Teaching

- Preparation of schemes of work, half-termly planning and overviews as directed by the Head of Department. It is recognised that daily planning is up to individual teachers but such plans should be available on request.
- Arriving punctually to teach lessons at the times stipulated on the School timetable.
- Maintaining order and good discipline among pupils and safeguarding their health and safety.
- Being prepared to provide extra support after lessons if deemed appropriate by the Head of Department/Director of Studies/Deputy Head.
- Being prepared to carry out break/lunchtime detention/punishment if deemed appropriate by the Head of Department/Head of Year/Senior or Junior Pastoral Leaders/Deputy Head.
- Keeping school and homework marking up-to-date and in accordance with the School's Marking Policy. Marking may be monitored at any time, if deemed necessary, by the Head of Department or Director of Studies or Deputy Head.
- Meeting with department members as directed by the Head of Department to plan/ evaluate.
- Keeping classrooms tidy and an attractive learning environment with relevant learning/children's displays.
- Ensuring that the Head of Department knows where planning and resources are kept in the case of absence.
- Lessons and photocopying are prepared in advance of the lessons.

- Contributing to the organisation of whole school events where relevant e.g. Sports Day; Swimming gala; Carol Service; Productions.
- Leading an assembly when requested.
- All other classroom duties, including out-of-school activities and outings, including residential trips and care of the environment.
- Attending a school fieldtrip/outing if requested.

## 2. Assessment and Reporting

- Make regular assessments of pupils' attainment and progress.
- Keep records of pupils' marks and progress.
- Set and mark internal examinations as directed by the Head of Department.
- Write reports on pupils' attainment and progress twice per year (three times a year in the case of Year 8 pupils for academic subjects).
- Produce work-marks on pupils' attainment and progress three times per year.
- Attend parental/ staff meetings to discuss the progress of a child as and when deemed necessary by the Head of Department/Head of Year or SENCO.
- Provide written reports on pupils on request e.g., for school transfers and SEN reviews.
- Meet with department members to moderate marking of exams.
- File exam scripts.
- Provide relevant Curriculum Monitoring information for the Head of Department as requested by the Head of Department.
- Log any discipline issues that occur in the classroom in the online 'Discipline Folder' and report them to the Form teacher/Head of Year.
- Log any academic concerns in the online 'Children for Whom we Have Concerns' file and report them to the Form Teacher/Head of Department.

## 3. Professional Development

- Periodically review with Head of Department schemes of work and methods of teaching.
- Attend courses to develop professional skills where agreed.
- Attend whole school INSET courses to develop professional development.
- Attend appraisals on a regular basis.
- Participate in regular classroom observations.

#### 4. Staff Meetings

- Attend Department and general staff meetings to discuss curriculum, pastoral and other matters, when requested.
- Attend weekly staff briefings.

#### 5. Cover

- Supervise the class of/ a duty of an absent colleague as requested.
- Leave prepared work in case of pre-arranged absences.

#### 6. Pastoral Care

- Be actively involved in promoting the well-being of pupils.
- Note and report absences from class.
- Report behaviour problems/concerns to the form teacher/Head of Year and/or Senior/Junior Pastoral Leaders as appropriate.
- Log any pastoral concerns in the online 'Children for Whom we Have Concerns file'.
- Register classes at the start of the morning and afternoon session.
- Attend school assemblies.
- Share in the pastoral duties on rota basis, e.g., break and lunchtime duties, as requested.
- Be committed to safeguarding and promoting the welfare of children and young people. FPS is committed to safeguarding and promoting the welfare of children. All staff are required to undergo child protection training on a regular basis.

Candidates will be expected to become fully involved in the wider life of this busy school and contribute to a varied range of extra-curricular activities.

Fulham Prep has its own salary scale which is similar to that in the maintained sector. As part of the Fulham Prep benefits package you will be entitled to join the Group Pension Scheme with Aviva. FPS as employer will match employee's contributions up to a maximum of 5%. Further details of the scheme will be provided once you have joined.