

## Teacher of Chemistry – Job Description

**Reporting to:** Principal and Deputy Principal

**Salary:** This will be based on the Padworth College scale and will depend on qualifications and experience. Teachers are also part of the College's Pension Scheme.

**Hours of Work:** The teaching load is up to 24 hours per week. The College day consists of 6 teaching hours between 8.30am and 4.45pm, with teaching timetabled from Monday to Friday. In addition, teachers are expected to work one evening per week until 8.15pm, supporting Prep and two Sundays per term from 9.00am to 6.00pm.

**Probationary Period:** In accordance with College Policy, this appointment is subject to a 6 month probationary period.

**Medical Fitness:** The offer of appointment at Padworth College will be conditional upon the provision of a self-declaration of physical and mental fitness to discharge responsibilities of the role.

Teachers are required to carry out general duties and responsibilities in addition to their teaching and pastoral responsibilities.

### General Responsibilities

- a) Maintaining good order and behaviour, thereby facilitating learning and safeguarding, health and safety in school and authorised school activities elsewhere.
- b) Participating in whole college, departmental and pastoral and individual arrangements for her/his in-service training and professional development, including Performance Management.
- c) Sharing in statutory duties in accordance with published rotas.
- d) Taking part in scheduled meetings with colleagues and parents in accordance with the College's published calendar.
- e) Taking delegated responsibility for the implementation of the Health and Safety Act in accordance with the College's Health and Safety Policy.
- f) Ensuring children are safe within college.
- g) Promoting online safety with all members of the college community

### Teaching

- a) Planning and preparing courses and lessons for the classes assigned to her/him in accordance with the department's curriculum planning, including the implementation of the National Curriculum where relevant. To include Key Stage 4 IGCSE Chemistry and Key Stage 5 A Level Chemistry and the NCUK International Foundation Year programme (Science and Engineering pathways).

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- b) Teaching appropriately the students assigned to her/him according to their needs. (This includes the setting, marking and assessing of class work, homework and other projects and field work etc.)
- c) Keeping records of students' attendance, class work and homework.
- d) Participating in public and internal examination arrangements, as well as other assessment programmes, including profiles and records of achievement.
- e) Communicating with parents about students' progress in accordance with College and departmental policies.
- f) Being responsible for the room(s) in which she/he teaches with regard to appearance and display and for resources and equipment as appropriate.
- g) Sharing in the Department's work in curriculum development with regard to courses of study, teaching material and methodologies used.
- h) Adhering to all agreed departmental and whole college policies - e.g., marking, homework, SEND and equal opportunities.
- i) Undertaking additional administrative duties as directed by the Principal/Deputy Principal.

### **Pastoral**

All members of staff will either be a Tutor or will be allocated to a particular cohort of students. Duties of a Tutor include:

- a) Carrying out a share of supervisory duties to support the boarding team. This consists of one evening a week until 8.15pm (Prep duty) and two Sundays per term (from 9.00am to 6.00pm) supporting trips or the boarding house.
- b) Keeping accurate, up-to-date tutor group registers, following up on all lateness and absences in accordance with college procedures.
- c) Checking student planners regularly.
- d) Contributing to the monitoring of achievement of students within the tutor group.
- e) Liaising with senior staff, other teachers, boarding staff and outside agencies as appropriate about members of the tutor group.
- f) Undertaking additional duties as directed by the Principal and Deputy Principal.

***This Job Description may be amended at any time, after consultation with the jobholder.***

***Padworth College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for the post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the DBS.***