

# THE HIGHLAND COUNCIL

## JOB SPECIFICATION

<b>SERVICE:</b>	Education, Culture & Sport
<b>TITLE OF POST</b>	<b>Teacher of Gaelic Medium Science ( S1/2)</b>
<b>BASIC FUNCTION</b>	Provision of Appropriate Science Education for Pupils through the medium of Gaelic
<b>LOCATION:</b>	<b>Portree High School</b>
<b>ACCOUNTABILITY</b>	The teacher is responsible to the Faculty Head of Sciences and ultimately, the Head Teacher.
<b>CONTRIBUTIONS AND RELATIONSHIPS</b>	The post holder is required to maintain effective and professional relationships with a wide range of people including pupils, teaching and non-teaching staff and parents. The teacher will be expected to contribute to school and departmental policy formation and implementation. All members of staff are expected to contribute through consultative mechanisms to school and departmental development planning .
<b>KEY TASKS</b>	Subject to the policies of the school and the Education Authority, the duties of Teachers shall be to perform such tasks as the Head Teacher shall direct, having reasonable regard to overall teacher workload related to the following categories:-

### **1. Delivery of quality education to pupils**

1. Teaching assigned classes;
2. Preparing lessons and courses in accordance with departmental schemes of work;
3. Assessing, recording and reporting the work of pupils;
4. Presenting pupils for, and participating in, the conduct of national examinations;
5. Advising and guiding pupils on issues related to their education;
6. Maintaining good order and discipline among pupils and safeguarding their health and safety;
7. Reporting and discussing pupils' progress with their parents and any other bodies that have statutory functions relating to the care of children;
8. Teaching cooperatively, where appropriate, with subject and support staff and contributing to collaborative planning for education of pupils with additional needs.

### **2. Contribute to the professional and corporate life of the school**

1. Undertaking development of the school curriculum;
2. Undertaking CPD and participating in appropriate staff development and in-service training activities;

3. Contributing to the professional development of colleagues, including probationary and student teachers;
4. Maintaining an awareness of, and implementing, school policies in everyday work with pupils and staff.

### **3. Contribute to the effective development planning within the Department and School**

1. Participating in the administration and organisation of the science department in cooperation with existing departmental staff.
2. Participating in the consultation process that is part of the school and departmental development planning;
3. Working towards tasks and agreed targets in development projects;
4. Involvement in the monitoring and evaluation of the work of the department and the school.

#### **OTHER DUTIES:**

The post holder may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may vary from time-to-time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading.

#### **DATE:**

February 2018