



**RAPHAEL HOUSE
RUDOLF STEINER SCHOOL**

Job Description

Position Title:	Science: Physics / Chemistry / other Specialist Subjects
Terms:	Full Time, Terms 2 and 3 2016 Fixed Term
Responsible to:	Principal
Responsible for:	Teaching of Science to Year 9-13 students
Reports to:	Upper School Coordinator/Deputy Principal
Functional Relationships with	Upper School teachers The students and their parents/caregivers

Key Responsibilities
1. To deliver Steiner School Certificate Level 1-3 Science courses to Year 11-13 (Classes 10 – 12), including timely assessment writing and preparation of work for internal and external moderation
2. To deliver Science courses to Year 9 & 10 (Classes 8 – 9), in accordance with the school's curriculum
3. To deliver Science Main Lessons Years 9-13 (Classes 8 – 12), including assessment and preparation of work for moderation for Steiner School Certificate for Main Lessons in Years 11-13 (Classes 10 – 12)
4. To provide learning support in Science for individuals or small groups of students as necessary and as can be accommodated within workload and timetable
5. To provide learning opportunities for gifted and talented students, including entry into Science competitions.
6. To ensure that lessons are prepared and delivered in accordance with the special character of Raphael House and NZ Curriculum requirements
7. To monitor the educational progress of the students and keep clear, accurate and up to date records

Key Responsibilities	
8.	To write school reports in line with school practices
9.	To maintain an attractive, safe and clean working environment
10.	To attend all Upper School and faculty meetings and be available for some parent/teacher meetings
11.	To attend in-service professional development programmes during term time and at the end of each holiday period when scheduled. Some of these may include weekend days.
12.	To participate in Faculty Mandate Groups
13.	To contribute to the website as required
14.	To contribute to the Year Book as required
15.	To adhere to the school's Health and Safety requirements
16.	Follow school policies and procedures in a Civil Defence emergency as detailed in the Civil Defence Handbook

Other responsibilities
Extra-curricular responsibilities to fit the strengths and talents of the appointed person

Conditions of Employment
<ul style="list-style-type: none"> Terms 2 and 3 2016 Fixed Term Contract Terms and Conditions as per the Area School's Teachers' Collective Agreement 20 May 2013 to 3 November 2015

I have read and understood this document:			
<i>Signed by: Employee</i>		<i>Signed: Principal</i>	
_____	_____	_____	_____
<i>Name</i>	<i>Date</i>	<i>Caroline Gray</i>	<i>Date</i>