



Job Description

Job Title:	Director of Learning: Science
Position Start Date:	16 th April 2018
Employment Type:	Full Time
Accountable To:	Deputy Headteacher
Role Description:	To lead a team of faculty staff in creating the best possible experience and outcomes for students, in line with the expectations and aspirations of our school. Specifically, this will mean delivering excellent standards of student progress and attainment through high quality teaching and positive behaviour management, in line with our vision for an outstanding, vibrant, 21 st Century school.

KEY ACCOUNTABILITIES

- Leadership of the faculty team, including the direct line management of Deputy Directors of Learning and other key post holders.
- Leadership and delivery of a high-quality faculty curriculum, including appropriate courses at all levels of the school, as well as enrichment activities that broaden and deepen students' experience.
- Leadership and management of students' attainment and progress in the faculty's subjects. Acting as the lead learner and teacher in the eyes of students and teachers of the faculty.
- Supporting, challenging and developing faculty staff through a range of means, including coaching, mentoring, target-setting and the modelling of good practice.
- Keeping relevant data to evaluate the quality of teaching, learning, attainment and progress within the faculty. Leading the teaching team in understanding and responding to this data.
- Implementation of the school's ethos, expectations and behaviour management system within the faculty setting.
- Leading the faculty's contribution within the Welwyn and Hatfield Consortium.
- Ensuring the health, wellbeing and safety of students within your area of responsibility.

KEY TASKS

- Communicate clearly and effectively about the progress you and your faculty are making towards key goals. This will include:
 - Meeting bi-weekly with your SLT line-manager.
 - Meeting bi-weekly with key post holders in your faculty area. Providing a clear description of the role of these individuals, and your expectations of them.
 - Meeting regularly with the SLT and middle-management team.
 - Chairing faculty meetings roughly twice per half-term.
 - Responding promptly to action points set in meetings with your line-manager and the SLT team.
 - Ensuring all meetings chaired by you are minuted and the outcomes and action points shared promptly with those involved.
 - Managing your team to ensure that action points set for them are met promptly and effectively.
- Plan your faculty's curriculum, choosing appropriate course specifications and planning their delivery over the course of the school year.
- Lead the faculty team in deciding on and refining their distinctive approach to classwork, homework, assessment and feedback, working within the school's overall policies.
- Plan and manage a calendar of activities for your faculty team, including the organisation of modules of work, coursework and assessment deadlines and other key milestones in the school year.
- Help to monitor the progress of teachers in your area by performing lesson observations and learning walks.
- Delegate responsibilities fairly and reasonably within the faculty in ways that challenge colleagues and encourage their development as education professionals.

- Provide feedback on the performance of your teaching team. Celebrate successes and provide support, guidance and intervention where necessary, including the identification of appropriate CPD activities.
- Plan and organise your faculty's contribution to extra-curricular opportunities within the school.
- Liaise with your equivalent faculties at other Consortium schools, and arrange your team's participation in Consortium subject panel meetings and CPD activities.
- Oversee and support teachers in applying the school's policies and procedures, and ensuring that national teacher standards are always at least met and usually exceeded.
- Oversee and support teachers in achieving excellent communication with parents, including the provision of clear and effective feedback on Parent Consultation Evenings.
- Manage and monitor the budget for the faculty within the parameters given, and to manage and keep in good repair the resources utilised by the Faculty.
- Assist the SLT in the appointment and deployment of new faculty members.
- Work efficiently and achieve a good work/life balance. Share concerns about your own health and wellbeing, and that of your faculty team.

NOTES

- Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description.
- All members of staff are required to comply with the general conditions of employment of school teachers as defined by the latest DfES Pay and Conditions Document and school policies.
- The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory Disclosure and Barring Service check.