The Cavendish School

Job Description

Job Title

Deputy Leader for Science

Line Manager

Director of Learning: Science & Technology

TLR:

2b

Conditions of Employment

You are employed in the capacity of a teacher and Deputy Leader of Science subject to, and with the benefits of, the conditions of employment set out, or referred to, in your letter of appointment and statement of particulars. Within such conditions of employment, the description of your post is as follows:

# Job purpose

* to promote student learning and be accountable for student progress and development within the subject area
* to assist in the leading, management and development of the curriculum area, to help raise standards of student attainment, attitudes to learning and achievement within the curriculum area, and to assist in monitoring and supporting student progress

# Responsibilities and tasks

a) Professional Standards

* Support the aims and ethos of the school as defined in the staff handbook and school prospectus
* Set a good example in terms of professional dress and appearance, punctuality and attendance
* Uphold the school’s behaviour policy, uniform regulations, classroom codes and code of conduct [Fair Play] in a consistent, firm and non confrontational manner
* Maintain a purposeful and calm atmosphere in the classroom and other learning areas and consistently apply the school’s prescribed sanctions and rewards procedures
* Take responsibility for personal development and progression making full use of the school’s professional development opportunities and training
* Attend team and staff meetings as appropriate, contributing actively whenever possible

b) Teaching and Learning

* Carry out teaching duties in accordance with the school’s schemes of work and the defined National Curriculum.
* Plan and deliver lessons and other learning activities in accordance with the school’s Teaching and Learning Policy, ensuring that lessons are based on clear learning objectives.
* Liaise with other colleagues to deliver units of work in a collaborative way and contribute to the production and preparation of schemes of work (this contribution reflecting the post holder’s level of responsibility).
* Work closely with teaching and other support assistants in delivering “personalised learning” whenever reasonably possible.
* Set targets for student attainment levels using prior achievement data
* Set work for students absent from lessons in line with the school’s behaviour and teaching policies.
* Work towards or maintain the teaching standards applicable

c) Assessment and Recording

* Maintain a “teacher planner” as prescribed in the school’s policy, including the recording of attainment, homework set, student attendance and outline lesson plans
* Mark and return work (in line with the school’s marking and assessment policy) on a regular basis and at least once every 3 teaching weeks. Marking should include feedback for improvement and progress for each student.
* Provide assessment reports when periodically required within the school’s assessment cycle and additional “round robin” reports when specifically requested.
* Ensure that suitably differentiated material and learning pathways are provided to challenge all students at the appropriate level, regardless of their ability.
* Carry out suitable evaluation and analysis of examination results and performance at the beginning of the academic year for your own classes and for those in the subject area, and provide a suitable summative report indicating achievements and corrective actions resulting from the evaluation and analysis
* Liaise with parents on students’ progress using the school diary system, letters, telephone calls and consultation evenings where reasonable and appropriate.
* Work within the code of practice relating to special educational needs.

d) Leadership and Management

* Assist the Director of Learning in identifying short and long term objectives to improve learning in the curriculum area, and in creating an action plan based on school priorities, the identified objectives, targets for improvement and a sound evaluation of output data.
* Assist the Director of Learning to evaluate the quality of teaching and learning and of student progress and attainment within the department by using relevant data and reports
* Through excellent practice, well-developed teaching skills and curriculum knowledge, provide coaching and mentoring support for colleagues working within the subject, and act as role model for “good learning” by taking responsibility for personal and professional development.
* Assist the Director of Learning in carrying out suitable monitoring and evaluation activities of the performance of colleagues within the curriculum area, and keeping records to assist the Director of Learning in compiling his/her monitoring folder including lesson observation, planner checks and student work scrutiny.
* Meet regularly with the Director of Learning in order to discuss all pertinent matters and developments in the subject
* Keep proper records which monitor student attainment against targets set from prior attainment (for example, test results, internal examination results and data for academic review)
* Take direct responsibility for the Performance Management Review (including objective setting and action planning) for colleagues as listed in the Performance Management plans
* Carry out such other tasks as delegated by the Director of Learning or which the Headteacher may reasonably, from time to time, request the postholder to undertake

e) Curriculum Leadership and Management

* Ensure the provision of an appropriate and differentiated curriculum for students studying in one agreed Key Stage of the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.
* Ensure curriculum coverage, continuity and progression in the subject in one agreed Key Stage for all students.
* Ensure those who teach in the agreed Key Stage in the curriculum area are clear about learning objectives and the sequence of teaching and learning, and that they have guidance on the choice of teaching and learning strategies, homework, assessment opportunities and resources written into detailed schemes of work so that they may meet the needs of the subject and of the students appropriately.

The duties outlined in this job description reflect and develop those covered by the latest School Teachers’ Pay and Conditions Document which is available from the Headteacher or alternatively can be found online on the “teachernet” website. This job description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes which are commensurate with the salary and job title.