#### Job Description

#### Job Title: Science Subject Leader

**Job Purpose**

To be responsible to the Headteacher for the management and delivery of a named area of the

curriculum at Woodlane High School.

(The conditions of service of teachers employed by an LA are contained in the latest *School Teachers’ Pay and Condition Document*, which is published annually).

The following description of accountabilities and tasks should be viewed in conjunction with the aforementioned document.

### Key Accountabilities

The post holder will report directly to the line manager (the head or deputy) with responsibility for oversight of the subject area(s).

The post holder will:

* Develop, review and maintain appropriately differentiated schemes of work to ensure all pupils have the opportunity to experience success in the subject area(s).
* Liaise with the line manager to ensure that an appropriate range of external accreditation is administered, developed and offered (where applicable) at KS4.
* Ensure the effective implementation of all school policies, in particular the school’s core policies in Safeguarding and Child Protection, Promoting Positive Behaviour, Assessment, Marking, Moderation and Reporting and Teaching and Learning.
* Maintain and manage a stimulating and safe learning environment which enhances all pupils’ learning opportunities.
* Take a supporting role in the pupils’ pastoral development through the PSCHE curriculum in Tutor time.
* Plan and deliver INSET and take a full part in the school’s professional development programme.
* Be aware of developments in the subject(s) and disseminate relevant information to colleagues.
* Effectively oversee and put into practice current health and safety practice to ensure pupils are safe in Science e.g. COSHH etc. keeping the necessary records and documents.

### Key Tasks

* To use ICT appropriately to enhance teaching and learning.
* To provide Dyslexia Friendly teaching and learning.
* To use speech, language and communication strategies to support teaching and learning.
* To produce an annual subject report/subject development plan, including a response to the school improvement plan (SIP) outlining the subjects input into achieving SIP targets.
* To complete other paperwork, as required, to address pupils’ special educational needs.
* To hold Annual Reviews of EHCPs, completing the necessary paperwork.
* To manage the subject budget efficiently and with a view to ensuring good value for money.
* To maintain appropriate records of pupil attainment/achievement.
* To deliver extra-curricular activity.
* To achieve/maintain excellence awards for Science.
* To undertake any other reasonable duty as specified by the Headteacher not mentioned in the above.
* To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description.

**Conditions of Work**

The post holder salary will be MPS/UPS + 1 or 2 SEN

The post holder’s salary will be reviewed annually by the governing body.

A proportion of the teaching week will be designated non-contact time (10%+), it may be necessary for the Headteacher to use this time to cover for first three days absence by colleagues.

The post holder will be expected to participate in teacher observation in line with school procedures and the Performance Management/Appraisal policy.

**Woodlane High School Selection Criteria: Science Subject Leader**

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| **Specification** | **Essential** | **Desirable** |
| **Qualifications** | An undergraduate degree in Science or similar.  Qualified teacher status (QTS). | Other higher level qualifications. |
| **Experience** | Has a strong interest/experience of working with pupils with special educational needs.  Has experience teaching Science Education at KS3 and KS4, including Biology GCSE.  Has experience of working with vulnerable children.  Is an effective classroom manager.  Is committed to teamwork.  Is able to deliver ‘outstanding’ teaching and learning. | Experience of leading a subject area.  Experience working at a whole school level.  Experience of teaching a range of subjects.  Experience of cross-curricular activities.  Has worked with various support agencies.  Able to deliver INSET.  Experience of delivering EHCP reviews and writing reports. |
| **Knowledge and skills** | Ability to plan and deliver multi-sensory Science lessons.  Ability to plan, deliver and differentiate lessons to encourage active and independent learners.  Excellent use of IT.  Able to adapt to new systems which track and analyse pupil attainment.  Is aware of and can implement/maintain health and safety practice to ensure pupils are safe in Science e.g. COSHH etc. keeping the necessary records and documents. | Innovative use of IT.  Is aware of any subject developments and changes to the curriculum.  Is aware of national changes in assessment.  Is able to teach Dyslexia Friendly lessons.  Is able to use a range of SLCN strategies to enhance teaching and learning. |
| **Personal qualities** | Excellent interpersonal skills.  Values and respects individuals irrespective of gender, race, sexual orientation etc.  High expectations of achievement, attainment and behaviour.  Commitment to extra-curricular activity.  A positive role model.  Good punctuality and health record.  A good sense of humour. | Has organised and delivered extra-curricular activities.  Has a record of appropriate CPD. |