

Job Profile School Director of Science

Status Permanent

Responsible to SLT

Purpose

To lead the Science Department, ensuring the teaching and learning in Science is of a consistently high quality, resulting in high levels of attainment and progress for students at all stages and levels of ability. The post holder will provide the staff they manage and lead with clear direction and support, resulting in a high performing team. The post holder will have high expectations for their students and staff and they will model outstanding practice at all times.

Qualifications

Essential:

- Honours degree
- Qualified teacher status
- Willingness to continue to learn and develop

Desirable:

- Membership of appropriate professional bodies
- Leadership qualification
- Management qualification

Knowledge and Understanding

- Knowledge of school improvement and effectiveness strategies including the process of school self-evaluation and strategies for raising standards
- Processes and systems for quality assurance within the area of which they hold direct responsibility
- An understanding of the principles associated with managing others, developing policies, procedures and protocols and managing resources, including staff and finance
- The ability to apply ICT to learning, teaching and management of subject areas
- A good understanding of the principles of curriculum management
- Project planning
- A good understanding of the national leadership standards
- Knowledge of current and potential future developments in relation to the national and local education scene.

- Knowledge of the various methods for coaching and mentoring alongside ways to develop all aspects of teaching practice, including innovative thinking and collaborative working.

Skills

- Confident use of ICT
- High level of communication skill, both written and oral, enabling them to persuade, influence, overcome barriers to understanding, deal effectively with contentious and/or sensitive issues and deal with difficult conversations with empathy and sensitivity, whilst asserting as appropriate
- High standard of organisational and administrative skills, ensuring projects are properly planned, executed, monitored and evaluated and that tasks are achieved to a high standard to deadlines
- High level of research skill; translating national and local changes into appropriate policies, pathways and approaches, ensuring other stakeholders are involved and knowledge is shared
- Horizon scanning to enable a strategic view to be taken of potential future changes
- Ability to persuade and influence others
- Ability to work independently within a team, focusing on achievement at an individual and a group level
- Ability to lead others, managing day-to-day operational issues whilst also providing staff with a meaningful vision for the future

Experience

- Proven track record as a subject teacher
- Evidence of successful leadership
- An innovative and enthusiastic leader committed to ensuring the best possible outcomes for all students and a clear understanding of education opportunity and how it can translate into reality
- Outstanding teaching and learning practitioner
- Experience of whole school leadership and/or school improvement work
- Experience of coaching and mentoring
- Experience of change management
- Experience of managing projects successfully
- Experience of managing staff, dealing with sensitive, difficult situations in an effective way

Competencies & Personal Qualities

- Deciding & Initiating Action - Makes prompt, clear decisions which may involve tough choices or considered risks; takes responsibility for actions, projects and people; takes initiative, acts with confidence and works under own direction; initiates and generates activity
- Leading & Supervising - Provides others with a clear direction; sets appropriate standards of behaviour; delegates work appropriately and fairly; motivates and empowers others; provides staff with development
- Persuading & Influencing - Makes a strong personal impression on others; gains clear agreement and commitment from others by persuading, convincing and negotiating;

promotes ideas on behalf of self or others; manages conflict; makes effective use of political processes to influence and persuade others

- Analysing - Analyses numerical data, verbal data and all other sources of information; breaks information into component parts, patterns and relationships; probes for further information or greater understanding of a problem; makes rational judgements from the available information and analysis; produces workable solutions to a range of problems; demonstrates an understanding of how one issue may be a part of a much larger system
- Coping with Pressure & Setbacks - Works productively in a pressurised environment; keeps emotions under control during difficult situations; balances the demands of a work life and a personal life; maintains a positive outlook at work; handles criticism well and learns from it
- Emotional intelligence
- Flexibility

Key Accountabilities

- Agree and support the achievement of student progress targets in Science, making a measurable contribution to whole school targets.
- Support, facilitate and monitor the progress of Science, providing staff with the appropriate direction, guidance, support and development opportunities to enable them to successfully achieve their individual and team objectives.
- Line manage staff, including recruitment, deployment, development and performance management, alongside providing the team with a clear vision and expectations. Ensure appropriate efforts are made to recruit and retain high quality talented staff.
- Provide regular feedback for subject lead teachers, recognising good practice and high levels of performance and achievement, supporting progress against objectives resulting in a tangible impact in student learning across the subject.
- Hold self and others to account in the delivery of individual and departmental objectives.
- Review and report annually on the standards of leadership, teaching and learning in Science in line with school policies, procedures, protocols and timeframes.
- Work creatively and innovatively, encouraging others to do the same and share good practice, research, new methods and approaches to ensure the Department continually learns and develops with the aim of continuous improvement and improved student experience, progress and outcomes.
- Consult with staff and assist with the formulation, communication and monitoring of the school improvement plan to ensure concerns and ideas are considered and that all staff understand the key school objectives, targets and both the part they play as a member of the school whilst also ensuring they understand the required outputs and outcomes and their overall impact.
- Support and assist other leaders in Science to ensure they understand and are actively implementing the key aspects of the school's behaviour and inclusion policies.
- Provide the Senior Leadership Team with regular progress updates to ensure they are fully aware of successes, issues, concerns and risks. The key focus of reports and updates will be achievement raising priorities and results and the evaluation of activities and outcomes.

- Ensure staff are familiar with and abide by the Classroom Teacher, Leadership standards and the national Teaching Standards.
- Consciously model the standards, values, expectations and ethos of the school, ensuring staff are aware of the vision and values and that they become part of day to day activities.
- Participate in whole school planning and policy making cycles, including the development, execution and review of activities.
- Attend meetings and school events relevant to the role and the portfolio the post holder is responsible for.
- Have a shared responsibility for staff support in relation to matters of student discipline and behaviour and participate in and support staff in duty rotas, undertaking daily duties, routines and co-ordinating tutor time as required.
- Have corporate responsibility for leadership and management, school development plans and SEF.

This job role sits alongside the requirement for staff to abide by the Expectations and Code of Conduct for staff at Malet Lambert, all school policies and relevant national and local requirements including terms and conditions and national standards. This job profile is not exhaustive and the post holder may be required to undertake other duties as necessary and appropriate.

The Education Alliance is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.

Signed _____

Print Name _____

Date _____