

## **JOB DESCRIPTION SCIENCE KS4 LEAD**

Name

Title of Post: Science KS4 Lead

Salary Grade TLR 2b Teaching

Load :

PPA Allocation: 5 periods

### **1.Duties**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document 2017. It may be modified by the Principal, with your agreement at a later date.

### **2. Job Purpose**

To provide professional leadership and management of all aspects of Science at Key Stage 4 and be accountable for high quality learning, efficient and effective management of resources, including human resources, and improved standards of teaching and learning for all pupils within the Key Stage.

### **Main Areas of Responsibility and Accountability**

#### **3. Teaching and Learning**

3.1 To be accountable for promoting effective Teaching and Learning at Key Stage 4 amongst other staff across the department.

3.2 To evaluate the teaching of the subject at Key Stage 4 across the department and use this information to improve performance.

3.3 To provide reports as required by the Principal and Head of Science on the performance of the department at Key Stage 4.

3.4 To implement the school's assessment policy with regard to pupil achievement, specifically at Key Stage 4.

3.5 To assist Head of Science in setting targets for Key Stage 4 pupils, for future performance.

3.6 To support the Head of Science in implementing the school policy on behaviour.

3.7 To implement the school's policies and practices regarding rewards.

3.8 To help develop positive home / school links to assist pupils' progress at Key Stage 4.

3.9 To use accommodation to create an effective and stimulating environment for teaching and learning.

#### **4. Lead and Manage a Key Stage within a Subject**

4.1 To ensure curriculum coverage, continuity and progression throughout the Key Stage for all pupils, including those with high ability and SEN.

4.2 To ensure effective development of pupils' key skills through the subject, in line with whole school policies (e.g. literacy, numeracy).

4.3 To develop effective links with the local community including business and industry in order to extend the subject curriculum, as appropriate.

4.4 To develop effective links with the feeder primary schools in order to continue to raise standards.

4.5 To lead effective transition strategies to promote curriculum continuity from Year 11 to Year 12 and from Key Stage 4 to Key Stage 5.

4.6 To lead staff in the creation, implementation and improvement of schemes of work at Key Stage 4.

4.7 To ensure that Key Stage 4 materials, resources, text books and exercise books are issued to all teaching staff.

4.8 To coordinate the writing of tests and exams, working with colleagues to ensure that appropriate assessments are in place.

4.9 To coordinate KS4-KS5 transition programmes and moderation days.

4.10 To maintain records for Key Stage 4, including test marks, cause for concern and other reports as necessary.

4.11 To assist the Head of Science to detect underachievement of Key Stage 4 pupils promptly, to identify causes for concern at regular intervals and to devise and implement appropriate intervention strategies if individual pupils fail to achieve their potential.

4.12 To organise internal examinations for Year 9-11 including organization of papers, mark schemes, and liaison with the relevant Senior Staff.

4.13 To allocate new pupils to teaching groups and maintain the Key Stage 4 master set lists, moving pupils as necessary to different sets.

4.15 To ensure that work is set for Key Stage 4 Science classes of absent colleagues, liaising with the Cover Supervisor as appropriate.

4.16 To oversee the ordering of stock for use at Key Stage 4.

## **5. Exercising the Teachers' Professional Skills and Judgement**

5.1 To use specialist knowledge of Science at Key Stage 4 to inform teaching, including pedagogy, classroom management, inspection findings, and use of ICT.

5.2 To be able to motivate and support other staff and encourage a shared understanding of their contribution to all aspects of pupils' lives.

5.3 To be accountable for effective deployment of resources throughout the Key Stage.

5.4 To ensure the appropriate use of ICT in Teaching and Learning, developing tasks appropriate to the curriculum.

5.5 To work with the Head of Science to deploy staff at Key Stage 4 in the best interests of the pupils and personal staff development.

5.6 To work with the Head of Science to ensure the subject area is safe and that risks are properly assessed.

## **6. Impact on educational progress of pupils other than own**

6.1 To be accountable to the Head of Science for standards of achievement at Key Stage 4 in the department.

6.2 To work with the Head of Science to analyse progress at Key Stage 4 through use of appropriate assessments, data and records to make measurable contribution to whole school targets.

6.3 To assist Key Stage 4 pupils in setting targets for future performance, ensuring that pupils recognise the standards required at each level, understand the level at which they are currently operating, and know how they can progress to the next level.

## **7. Leading, developing and enhancing the Teaching Practice of other staff**

7.1 To establish clear expectations and constructive working relationships among staff involved with the subject at Key Stage 4, aiming to meet with teachers of each year / ability on a regular basis.

7.2 To work with the Head of Science to:

- support and challenge colleagues to aspire to excellence in their teaching of science;

- establish strong department strategies which promote pupils' thinking and reasoning skills and equip them to tackle rich and challenging contexts with confidence;
- secure systematic and progressive development of pupils' literacy, numeracy and working scientifically skills throughout Key Stage 4.

7.3 To work with the Head of Science to audit training needs of staff at Key Stage 4, and, where appropriate, lead professional development of staff through example and support.

7.4 To appraise staff as required, in line with the school's Performance Management policy.

7.5 To ensure that all staff contribute to the development of and review of Key Stage 4 schemes of work as part of their ongoing professional development.

7.6 To ensure that the Head of Science is kept informed of national developments at Key Stage 4.

## **8. General requirements**

8.1 To attend relevant meetings as scheduled in the school calendar.

8.2 To undertake any other reasonable duties as required by the Principal within the scope of the job purpose.

Persons Line Managed: All staff who teach Science at Key Stage 4.

Line Managed by: Head of Science

Accountable to: Principal & Governing Body

Signature: .....

Date: .....

