

Job Description for Head of Science



Responsible to: Member of SLT

Teaching and learning responsibility point: 1B (£9,472)

Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This role has a teaching commitment.

Summary

Overall responsibility for teaching and learning, achievement and attainment within the department. To inspire departmental colleagues and all students who study in the curriculum area with a love for their subject, leading them to explore it and value it for their whole life. Organisation of the delivery of the subject in the school. To contribute to the development and maintenance of whole school strategy, policies and ethos.

Specific Responsibilities

Strategic direction and development of the subject

1. To develop and implement policies and practices which reflect the school's commitment to high achievement through effective teaching and learning.
2. To have an enthusiasm for the subject which motivates and supports other subject staff and encourages a shared understanding of the contribution the subject can make to all aspects of students' lives.
3. To use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of students.
4. To establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments, records and regular analysis of this data.
5. To involve all departmental colleagues in the creation and execution of the yearly departmental development plan. This will identify clear targets, times-scales and success criteria and contribute to the SEF and School Development Plan.
6. To develop plans for the subject which identify clear targets, times-scales and success criteria for its development and/or maintenance in line with the SDP.
7. To support, facilitate and monitor the progress of the departmental development plan to ensure it makes a significant contribution to the SDP
8. To regularly review the progress towards the targets set in the departmental development plan and provide regular progress updates to the SLT line manager to ensure that they are fully aware of all successes, issues and concerns.
9. To hold regular departmental meetings; keeping subject staff up-to-date with decisions and proposals made by different groups to seek departmental views of these.

Teaching and learning

1. To lead the subject staff in the teaching of the subject, and provide a role model for high quality teaching and learning in the subject, in line with the SDP.
2. To keep abreast of new developments in content and teaching style, including use of new technologies.
3. To monitor and evaluate the department's specification and schemes of work.
4. To engage all subject staff in the creation, consistent implementation and improvement of the schemes of work.
5. To ensure that all subject staff follow the agreed syllabus/specification.
6. To ensure that examinations or other suitable methods of assessment are devised and applied at appropriate times.
7. To initiate and, where appropriate, organise curricular, extra-curricular and educational enhancement activities related to the subject.

8. To provide regular feedback and INSET to all subject staff on teaching and learning which recognises good practice and supports their progress.
9. To use a variety of methods to monitor and evaluate the teaching and learning offered by the subject staff, and take appropriate action to improve further the quality of teaching and learning.
10. To provide quality assurance monitoring and intervention with all subject staff.
11. To monitor progress and evaluate the effects of any improvement strategies on teaching and learning by working alongside subject staff, analysing work and outcomes.
12. To provide regular feedback to the SLT line manager to help the school evaluate its practice.
13. To assist the SLT line manager in the regular review of the standards of leadership, teaching and learning in the subject area
14. To ensure that subject staff are aware of the implications of equality of opportunity which the subject raises.

Leading and managing staff

1. To give necessary help and guidance to all subject staff.
2. To help in the selection of teaching staff for the department.
3. To ensure that all subject staff understand, and are actively implementing, the key aspects of the school's behaviour and inclusion policies.
4. To assist members of the department in discipline matters.
5. To secure, maintain and integrate the collaborative effort of the subject staff so that involvement, commitment and team spirit are promoted.
6. To ensure that subject staff are familiar with and follow all school and departmental policies e.g. reports, disciplinary procedures, setting and marking of work.
7. Drafting reports and references on present and past members of the department.
8. To manage the support staff in the department.
9. To implement and promote the use of performance management to develop the personal and professional effectiveness of subject staff.
10. To act as a performance management team leader for identified teachers.
11. To ensure the performance management arrangements are effectively discharged by the other team leaders in the department.
12. To ensure that all subject staff have high quality professional development opportunities.
13. Take initial responsibility for the pastoral care and welfare of all departmental staff.

Resource Management

1. To maintain efficient and effective management and organisation of learning resources, by developing or identifying new resources including ICT applications to the subject.
2. To administer efficiently and effectively the resources and capitation of the department.
3. To ensure that the teaching area allocated to the department is kept in good order.
4. To ensure colleagues create a stimulating learning environment for the teaching and learning of the subject.
5. To be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject.

Standards and quality assurance

1. Support the aims and ethos of the school
2. Keep abreast of and apply procedures regarding the safeguarding of children
3. Set a good example in terms of dress, punctuality and attendance
4. Attend and participate in open evenings and other school activities
5. Uphold the school's behaviour for learning system
6. Participate in staff training
7. Attend team and staff meetings
8. Develop links with governors, LAs and neighbouring schools

Other duties and responsibilities

Other duties that the headteacher may from time to time ask the post-holder to perform.