

HEAD OF SCIENCE

JOB DESCRIPTION

Salary Scale: Inner London Leadership Scale Points 8-12

Section A: Job Purpose

1. Under the overall direction of the Headteacher, contribute to the effective strategic leadership of learning, with particular responsibility for the delivery of excellent teaching and learning for science
2. Lead the ongoing development and delivery of strategies to deliver high quality learning leading to sustained high achievement and attainment
3. Play a proactive role in developing, sustaining and modelling the skills, attributes and behaviours of a high-performing team

Section B: Accountable to - A member of the Senior Leadership Team

Section C: Accountable for

- Two Lead Practitioners
- Head of Physics
- Teachers of the relevant subject(s)
- Support and/or technical staff as appropriate

Section D: Key Accountabilities and Tasks

I. Leadership and Management

Accountabilities	Tasks
I.1 Proactive promotion, in collaboration with the senior leadership team, of a shared school ethos of respect for learning and achievement, underpinned by high expectations for behaviour	<p>I.1.i Model high professional standards for the whole department.</p> <p>I.1.ii Ensure that good order and discipline are maintained at all times and promote amongst staff and students an understanding and appreciation of the school's behaviour policy.</p> <p>I.1.iii Ensure, in collaboration with colleagues, that the school's equal opportunities policies are effectively implemented to deliver excellent outcomes for all members of the school community</p> <p>I.1.iv Implement the school's child protection and safeguarding procedures in accordance with statutory and LA guidance.</p> <p>I.1.iv Deliver assemblies as required</p> <p>I.1.v Ensure the effective performance of supervisory duties in accordance with published duty rotas</p> <p>I.1.vi Attend school events as appropriate to develop and promote the school's aims and ethos</p> <p>I.1.vii Undertake the role of form tutor or co-tutor as required to a high standard in accordance with school policy.</p>
I.2 Leadership of ongoing strategic development in the relevant areas of responsibility.	<p>I.2.i Contribute to the creation of the school development and action plans and be responsible for specific aspects of their implementation.</p> <p>I.2.ii Lead and manage departmental reviews, examination performance</p>

	<p>analysis and development plans.</p> <p>1.2.iii Support the school's aim as a former Arts College in promoting a creative ethos in which all staff and students are encouraged to develop their skills and talents.</p> <p>1.2.iv Lead and contribute to school CPD where appropriate.</p>
1.3 Line management of designated middle leaders and other staff as appropriate	<p>1.3.i Assist the Headteacher and Governors in the appointment and deployment of staff</p> <p>1.3.ii Provide induction and contribute to the professional development of designated staff as appropriate.</p> <p>1.3.iii Provide regular support, supervision and performance management of designated staff, making recommendations to the Headteacher on pay progression where applicable.</p>

Accountabilities	Tasks
1.4 Creation and development of effective professional relationships within and beyond the school	<p>1.4.i Attend relevant LA meetings and events as required by the strategic focus of the role.</p> <p>1.4.iii Develop links with parents, governors, outside agencies and organisations as required</p>

2. Learning and Teaching

Accountabilities	Tasks
2.1 Implementation of agreed aspects of the school's work to improve learning and teaching leading to excellent student outcomes	<p>2.1.i Monitor and improve the work of the department to ensure that high quality learning leads to sustained excellent progress and high attainment.</p> <p>2.1.ii Monitor and evaluate the learning, progress and behaviour of students throughout the department.</p> <p>2.1.iii Teach a range of classes in accordance with the contact ratio for the post and model good practice in learning and teaching</p> <p>2.1.iv Contribute, in collaboration with the Senior Leadership Team, to the regular and systematic review of the quality of learning and teaching in accordance with the published annual cycle.</p>
2.2 Responsibility for the overall leadership of curriculum development in all subjects within the department	<p>2.2.i Lead curriculum development in the learning community in line with whole-school priorities.</p> <p>2.2.ii Ensure that schemes of work are kept up to date in line with internal and external expectations and examination syllabus requirements.</p> <p>2.2.iii Lead the establishment, development and maintenance of teaching resources, including displays of work and appropriate extra-curricular activities, to support high quality curriculum delivery.</p> <p>2.2.iv Liaise with the relevant staff on curriculum issues including timetabling.</p>

2.3 Responsibility for contributing to the analysis of student attainment data to ensure the continuous improvement of student achievement	2.3.i Undertake the collation, analysis and dissemination of student attainment data for the department to ensure that students make excellent progress throughout the school.
2.4 Responsibility for the conduct of all school and public examinations	2.4.i Ensure that all administration connected with public and school examinations is conducted efficiently and that all deadlines are met 2.4.ii Ensure that all public and school examinations are conducted in accordance with examination board regulations and the school's published guidance and that staff and students understand and meet the school's high expectations

3. Administration, Accommodation, Finance and Resources

Accountabilities	Tasks
3.1 Shared responsibility for the efficient running of the school through effective administration and communication at all levels	3.1.i Be responsible for an equitable share of administrative and organisational tasks 3.1.ii Attend leadership meetings as required and lead regular meetings of the department to ensure that information is communicated clearly and promptly and that administration is effective 3.1.iii Perform other duties commensurate with the status of the post as may from time to time be determined by the Headteacher
3.2 Shared responsibility with the Headteacher, Bursar and Governors for establishing budget priorities and evaluating the effectiveness of spending in line with the principles of best value	3.2.i Manage allocated budgets and monitor expenditure 3.2.ii Oversee the management and monitoring of delegated budgets within the learning community.
Accountabilities	Tasks
3.3 Responsibility for ensuring that facilities and resources are used efficiently and that high standards of health and safety, security and maintenance are maintained at all times	3.3.i Manage the efficient use and monitor the condition of departmental accommodation and resources and take appropriate action to report any maintenance issues without delay. 3.3.ii Ensure that high standards of health and safety are adhered to at all times and that accommodation and resources are kept appropriately secure.

Specific areas of responsibility may be altered from time to time to provide ongoing professional development and in the light of the changing needs of the school. Any major change in the manner and scope of responsibilities mentioned above will be agreed in negotiation between the holder and the Headteacher.

PERSON SPECIFICATION – HEAD OF SCIENCE

QUALIFICATIONS

1. Graduate
2. Qualified teacher status
3. Evidence of appropriate high level CPD

EXPERIENCE

1. Experience of a sustained period of success in school leadership and management
2. Proven leadership of curriculum development and delivery within the learning area
3. Successful experience of teaching across the age and ability range
4. A proven track record of improving student progress and attainment
5. Up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people
6. Experience of working with parents, outside agencies and other partners in order to raise achievement

ABILITIES

1. To recognise students' learning needs and to communicate these effectively to other professionals
2. To be an effective leader of change, encouraging, modelling and developing team effectiveness especially during change
3. To coach and mentor staff to become effective leaders of learning and innovators
4. To understand and use data analysis to empower learning and teaching strategies

SKILLS

1. Excellent communication skills at all levels orally and in writing
2. Excellent ICT skills including some familiarity with school management information systems

BEHAVIOURS

1. Proven competence in the following areas:
 - a. Working independently as part of a team.
 - b. Working in a positive and energising manner
 - c. Showing grace under pressure / leading and managing change
 - d. Problem solving
 - e. Achieving successful outcomes
2. A satisfactory health, punctuality and attendance record

COMMITMENTS

1. Proven commitment to ensuring that the principles and policies of equal opportunities deliver excellent outcomes for all members of the school community
2. Commitment to the community ethos of the school
3. Proven commitment to own continuing professional development