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| **Job Title** | **Head of Department - Science** |
| The Head of Science is a high-profile role at The King’s Academy and is considered to carry significance as being departmental Principal with responsibility for: leadership; teaching, learning and assessment, outcomes and behavior and safety. Of these, and alongside characterising overall excellence in leadership, it is the the HoD’s leadership of teaching, learning and assessment is of greatest single importance.  **Main responsibilities** are as follows:   * To seek to achieve the highest possible attainment by all students in each year group; * Ensuring that all students are thoroughly prepared to achieve the highest possible success in public examinations; * Departmental examination entries for all public examinations, as relevant; * The formulation of detailed Schemes of Work including assessment and homework procedures. Assessment procedures must be in place and records kept on a termly basis in order to inform the Principal and to assist in setting reviews; * The accurate setting and assessment of annual internal examinations and Sixth Form examinations which properly inform the Academy benchmarking and targeting systems and the Academy’s value-added data; * The analysis of performance data with all classes so as to inform the targeting of areas for both sharing good practice and seeking further improvement; * A departmental policy statement consistent with the declared aims and objectives of The King’s Academy; * An annual departmental development plan consistent with the Academy development plan; * Keeping the Vice Principal (Academic) informed of progress and development within the Department. The Head of Department will need to keep abreast of recent research and developments, both in the subject area and in education generally; * The implementation of schemes of work broadly in line with the National Curriculum and Assessment as outlined by the Qualifications and Curriculum Authority (QCA), with notification of any variation being made in writing to the Principal for approval; * The efficient administration and organisation of all matters relating to the Department including the management of stock; * Systematic reporting to parents of progress made by students in each Year Group; * Keeping under review all courses in the Department; * Holding minuted departmental meetings at least fortnightly; * The efficient management and allocation of the annual departmental budget; * The maintenance of high standards of behaviour by students; * The implementation of the Academy Health and Safety Policy within the Department; * Liaison with Library staff to maintain relevant resources and information; * The delivery and development of the subject within the ethos and values of an Academy with a Christian foundation and the relevant specialisms; * The close working of the Department with the Learning Support Staff to ensure the highest possible attainment by students of all abilities; * A system whereby students' work is displayed, and regularly changed, within the work rooms and environs of the Department; * Departmental effectiveness in implementing Academy-wide policies on Information Skills in all Key Stages (Revision and Examination Technique, Research and Note-taking, Essay and Report Writing and Electronic Information) and the Library Entitlement; * Encouragement of extra-curricular inclusive activities, hobbies or societies related to the Department’s work; * Any further duties as required by the Principal. | |