

Job Description for Second in Science Department



Responsible to: Head of Science

Teaching and learning responsibility point: 2B (£4,440 pay award pending)

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

To work alongside and report to the Head of Science to support, hold accountable, develop and lead a team of staff to ensure high standards of teaching and learning and the wellbeing of staff and students, within the department.

Specific Responsibilities

- Assist the HoD in the development and evaluation of the department improvement plan, including curriculum review and planning.
- To be a model of excellent practice of teaching and learning in order to give science teachers advice and guidance on improving the quality of learning
- Identify pupils who are underachieving and ensure appropriate and reasonable strategies are put in place to support them in their Science subject (closing the gap)
- Agree an area of responsibility according to your strengths (e.g. KS4: GCSE or BTEC)

Teaching and learning

To support the Head of Science in the following:

- Ensure there is clear vision as to how the subject should be taught and developed.
- Ensure that a subject's delivery meets statutory requirements.
- Promote and develop high quality teaching and learning within Science.
- Contribute to and support the induction of new staff.
- Contribute to and support the professional development of departmental staff.
- Contribute to the performance management of departmental staff.
- Ensure that all staff have high expectations of students.
- Ensure the effective use of data to promote students learning and target setting is well embedded into the department.
- Identify underachieving pupils and ensure appropriate intervention.

Management

- Work alongside the Head of Science in producing the department's improvement plan, ensuring that it is regularly evaluated and reviewed.
- Support the Head of Science in managing the department's resources in line with priorities identified in the improvement plan.
- Ensure that your teaching environment encourages learning and meets Health and Safety standards.
- Assist in the contribution of department information for school prospectuses, newsletters and the web site as required.
- Support subject staff in student disciplinary matters, ensuring that school policies are followed.
- In line with the Head of Science ensure the subject fulfils its cross-curricular role(s) i.e. Citizenship / Literacy / Numeracy.
- In line with the Head of Science ensure that the information given to the examinations officer is clear and checked carefully.

Monitoring and Evaluation

To support the Head of Science in the following:

- Monitor and evaluate the quality of teaching and learning in your subject area.
- Undertake regular observations of subject teachers.
- Undertake scrutiny of student work as a team via subject meetings.
- Regularly review and update schemes of work / learning.
- Develop, monitor and evaluate assessment, reporting and recording procedures in line with school policies and statutory requirements.
- Develop, monitor and evaluate student performance in external and internal assessment.
- Ensure effective deployment of support staff and promote collaboration between all members of the team.
- Promote and ensure effective use of ICT to enhance the learning of students.
- Lead staff through internal and external departmental reviews and inspections and inform Governors of subject developments.
- Promote an understanding of subject requirements with parents and encourage their involvement in their child's learning.
- Make effective use of external agencies / community links to enhance students learning.
- Ensure staff within your subject area are continually developing as professionals.

Other duties and responsibilities

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