**Eaton Bank Academy**

**Job Description**

**Job Title Assistant Curriculum Leader for Science**

**Jobholder reports to** Curriculum Leader for Science

**Purpose of the post**

To support the Academy’s vision by leading all aspects of the work of a curriculum team, including collaborative working with other teams, to create and deliver an innovative curriculum which meets the needs of learners and enables them to achieve outstanding success.

**The Academy Vision**

Eaton Bank Academy opened in September 2012. Our statement of Vision, Values and Ethos sets out the following values:

* A school that has high expectations and enables everyone to achieve success
* A school that celebrates high quality learning experiences in all areas of school life
* A school, at the heart of the community, that prepares everyone fully for their future lives

**Assistant Subject Leader Responsibilities**

Every single member of staff at the Academy is employed to translate this vision into effective action. For assistant subject teachers, this means their prime responsibility in addition to those they exercise as subject teachers, is to undertake designated tasks in negotiation with the subject leader in order to meet the full requirements of the subject leader job description as follows.

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| ***Leadership*** | * to lead the subject team in establishing and maintaining a positive ethos of achievement for all * to ensure that the subject team is making effective use of praise and rewards * to ensure that the subject team’s approach to target setting and intervention is driven by a determined optimism about the capacity of students to change and improve * to lead the subject team in a positive attitude towards change: embracing it with enthusiasm and a determination to make it succeed |
| ***Curriculum; Teaching and Learning*** | * to lead the subject team in the design and construction of a curriculum, schemes of work and lesson plans which meet the needs of all the students taught and promote students’ literacy, numeracy, ICT and enterprise skills as appropriate * to monitor the quality of teaching, assessment and reporting across the subject team ensuring that all students are able to succeed and achieve and that the requirements of Awarding Bodies are met * to ensure the safety and well being of students at all times through monitoring the implementation of the Academy’s Health and Safety policy and safeguarding procedures and the completion of risk assessments as appropriate * to ensure all members of the subject team have a clear understanding of what constitutes high quality teaching in their subject * to ensure that all students are set challenging targets in the subject based on their prior attainment and that there are systems in place for monitoring their progress and intervening as necessary |
| ***Promoting equality and diversity*** | * to monitor the materials used for learning and display to ensure that they promote diversity * to ensure that all students are treated fairly irrespective of their gender, background or ability * to maintain oversight of the progress of groups of students in the across, especially those known to be vulnerable to underachievement at national, Academy or subject level and plan appropriate interventions if necessary |
| ***Having high expectations*** | * to model assertive, respectful and ethical behaviour * to monitor behaviour and behaviour management across the subject team, ensuring high standards * to apply whole school behaviour management procedures consistently, effectively and fairly |
| ***Professional Development*** | * to lead innovation and experimentation in the use of teaching and learning methodologies and approaches * in particular, to lead the incorporation of new technologies into teaching, learning, assessment and subject team administration programmes * to lead the dissemination of the most innovative practice from elsewhere to other members of the subject team * to act as reviewer in the Performance Management of members of the subject team, setting challenging targets which will stimulate innovation and development * to lead the development of innovative teaching and assessment materials across the subject team * to lead the subject team in an ongoing process of self evaluation and development * to play a leading role in self evaluation and development of the Academy as a whole |
| ***Partnerships*** | * to lead the development of a highly effective and mutually supportive subject team * to oversee the effective and imaginative deployment of classroom support staff * to ensure effective collaborative working with other subject teams in order to implement the vision for the Academy. * to develop collaboration with external partners including other schools, businesses, charities, parents and public sector organisations in order to develop a varied curriculum which meets students’ needs and prepares them for progression to further education and employment * to ensure that the subject team is making a significant contribution to “taster” activities for children from partner primary schools either at the Academy or in their own school |

**General**

1. To deputise for the Subject Leader when required
2. To undertake any other duties as may reasonably be expected by the Head Teacher commensurate with grade

Person Specification

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| Qualifications and Experience | |
| A good Honours degree in a relevant subject | Essential |
| Qualified Teacher Status | Essential |
| Evidence of CPD relevant to leadership and management | Desirable |
| Successful experience of playing a key role in curriculum change | Essential |
| A proven track record of exam success | Essential |
| Successful teaching experience in more than one school | Desirable |
| Knowledge and Understanding | |
| A clear understanding of, an commitment to, the vision for Eaton Bank Academy | Essential |
| Excellent, up to date, subject knowledge | Essential |
| Excellent, up to date knowledge of relevant curriculum issues | Essential |
| Good understanding of issues of equality and diversity | Essential |
| Good understanding of safeguarding policy and practices | Essential |
| Good understanding of the improvement cycle of subject self evaluation, improvement planning and implementation and monitoring | Essential |
| Skills | |
| The ability to communicate clearly orally and in writing to staff, students, parents and external partners | Essential |
| The ability to plan and implement change across the subject team | Essential |
| The ability to undertake effective performance management of members of the subject team | Essential |
| Confident ICT skills across a range of applications | Essential |
| The ability and enthusiasm to motivate and inspire staff and students to be the very best they can be | Essential |
| Personal Attributes | |
| **A human being** with empathy and understanding for others and the highest standards of personal and professional ethics | Essential |
| **An educator** who makes the learning and well being of students their first priority | Essential |
| **A positive thinker** with high aspirations for themselves, for students and for the Academy | Essential |
| **A visionary** with the imagination and courage to propose radical innovative change within the subject team and across the Academy as a whole | Essential |
| **A problem solver** with the resilience to overcome setbacks and the creativity to find ways forward | Essential |
| **A leader** capable of acting on their own initiative, making decisions and taking responsibility for them | Essential |
| **A learner** who constantly seeks opportunities to develop their own knowledge, understanding and skills | Essential |
| **A team member** who will fight their corner with determination but then show loyalty to collective decisions | Essential |
| **A role model** who will embody the values of the Academy to staff, students and the wider community | Essential |