BROADWATER SCHOOL

Job Profile

**Broadwater is committed to safeguarding and promoting the welfare of its students and expects all staff to share this commitment. The School is an equal opportunities employer**

This profile recognises the demands of the current Pay and Conditions regulations and reflects the policies within the Governors’ Pay Policy.

**JOB TITLE:**  **Head of Science**

**JOB PURPOSE:** To ensure that the negotiated aims and objectives of the school (which are reflected in those of the department) are achieved, by enabling the staff to deliver the curriculum effectively.

**ACCOUNTABLE TO:** Line Manager **ACCOUNTABLE FOR:** The staff within the Science Department

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| ***Key Accountabilities of Curriculum Leaders*** | ***Key Tasks*** |
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| **1. The Management of Policy.** Accountable for the review, development and presentation of school and government aims, policies and objectives. To develop supportive relationships within the school and the community. | * To generate, disseminate, discuss, implement and evaluate policies across the department |
| **2. The Management of Learning.** Accountablefor the quality of experiences offered to all students in the department. | * To audit, plan, implement and evaluate the curriculum provision provided by the department and individual teachers. * Use school policy and national Curriculum requirements to set clear targets for improvement of students’ achievement and monitor students’ progress towards those targets. * Use appropriate teaching and learning strategies to communicate clear learning objectives and expectations in relation to literacy, numeracy and other school targets. * Recognise the level that a student is achieving and make accurate assessments independently, against attainment targets, where applicable and performance levels associated with other tests or qualifications relevant to the subject taught. * Plan effectively to ensure that students have the opportunity to meet their potential notwithstanding differences of race and gender and taking account of the needs of students who are underachieving, very able, not yet fluent in English; making use of relevant information and specialist help where available. * Plan effectively, where applicable, to meet the needs of students with Special Educational Needs in collaboration with the SENCO. * Use data effectively to identify students who are underachieving in the subject and where necessary implement effective plans of actions to support those students. * Analyse and interpret relevant national, local and school data, plus research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods. * To monitor the progress made in achieving subject plans and targets, evaluate the effects on teaching and learning and use this analysis to guide further improvement. * To review student work in the department * To observe classroom practice. * To be responsible for the analysis of assessment and examination results and take appropriate action. |
| **3. The Management of People.** Accountable for the effective development of the departmental team | * To contribute to the appointments of staff and to deploy staff and encourage professional development through support and challenge. * Create a climate that enables other staff to develop and maintain positive attitudes towards the subject and confidence in teaching it. * To create, maintain and enhance effective relationships and provide support where necessary * To appraise staff in the department for performance management and use the process to support the development of personal and professional effectiveness. * Audit training needs of subject staff. |
| **4. The Management of Resources.** Accountable for the effective identification, allocation and monitoring of resources within the department. | * To monitor the allocation, maintenance and effective use of resources * To ensure resources are used to create and maintain an effective and stimulating learning environment * To operate efficiently within budget |

## Health and Safety: Ensuring that the faculty is fully compliant with all health and safety procedures and that all staff are trained in accordance with meeting all health and safety requirements.

**General Conditions:** This job profile includes the principal responsibilities of the post. However, the post will evolve. The post holder will be required to adopt a flexible approach in order to meet the changing needs of Broadwater School.