**Head of Science**  
Job Description

**Job Title:** Head of Science

**Department:** Science   
**Responsible to:** Senior Leadership Team   
**Remuneration:** MPS/UPS + TLR (Negotiable)

*The UTC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointed staff will be subject to Disclosure and Barring Service (DBS) checks.*

**General description of the post**

The holder of this post is expected to carry out the professional duties of Head of Science as described below, as circumstances may require and in accordance with the school’s policies under the direction of the Headteacher. The post-holder is required to fully support the vision, ethos and policies of the school.

**School Improvement Plan Priorities**

Teaching Staff within the school are expected to make a valuable contribution to the School Improvement Plan priorities for the current academic year:

Enhance the quality of our teaching

Increase the level of challenge and support for our students

Improve the amount of progress all groups of students make.

**Personal and professional conduct**

The Head of Science is expected to demonstrate good standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout your career.

It is important to maintain high standards of ethics and behaviour, within and outside school, by:

* treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the position;
* having regard for the need to safeguard pupils’ well-being, in accordance with statutory provisions;
* showing tolerance of and respect for the rights of others and not undermining fundamental British values, including:
  + democracy, the rule of law, individual liberty and mutual respect, and
  + tolerance of those with different faiths and beliefs;
* ensuring that personal beliefs are not expressed in ways which exploit pupils’ vulnerability or might lead them to break the law.

Teaching Staff must have proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality.

**HEAD OF SCIENCE DUTIES**

* To lead and develop the levels of achievement in Science and related subjects.
* To ensure high quality teaching and promote and develop a positive learning environment in the department.
* To take responsibility for all aspects of teaching and learning in your area of specialism.
* To plan for and be accountable for the quality of teaching and learning in these subjects.
* To be responsible for the efficient and effective day to day running of the subject.
* To ensure the highest standards of achievement for all students.
* To carry out line management responsibilities as directed by the Headteacher.
* Making a distinctive contribution to raising standards across the school.
* Supporting and helping colleagues to improve effectiveness.
* Setting clear and challenging targets that build on prior attainment for each pupil.
* Establishing clear targets for achievement and evaluate progress through the use of appropriate assessments and records and regular termly analysis of this data.
* Ensuring that every child has the opportunity to reach their potential and meet their highest expectations.
* Setting, tracking, evaluating and reporting on progress towards individual pupil targets.
* Devising and implementing targeted interventions that enable students to reach and exceed their targets.
* Acting as a role model for staff for high quality teaching and learning.
* Using own class and practice as an example of outstanding teaching and learning.
* Ensuring continuity and progression by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and setting clear learning objectives through an agreed scheme of work.
* Developing plans that identify clear targets, times-scales and success criteria for its development and/or maintenance.
* Create a stimulating learning environment for teaching and learning.
* Promoting team commitment with colleagues through collaborative planning.
* Enabling all teachers to achieve expertise in planning for and teaching through example, support and by leading or providing high quality professional development opportunities.
* Taking responsibility for drafting appraisal objectives and ensuring agreed evidence is available for review against agreed criteria.
* Securing and maintaining good working relationships with colleagues.
* Contributing to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the School.
* Collecting, analysing and reporting on pupils’ views of their subject area.
* Developing effective links with the local community including parents, business and industry.

**Additional Duties**:

* To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example.
* To fulfil the professional standards outlined in the Teachers’ Standards Document.
* At the request of the Headteacher you may be expected to undertake / complete any reasonable duties expected of a Head of Department.

**CONDITIONS OF EMPLOYMENT:**

The post is graded at MPS/UPS + TLR (negotiable).

The normal working day for a full time post will be 8.15am to 5.15pm on Monday to Friday, but with an earlier finish one day each week. The holder of this post is expected to be flexible about these hours as and when necessary.

This Job Description does not form part of the Contract of Employment and the duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher and following consultation with you.

*This job description may be amended at any time following discussion between the Principal and member of staff, and will be reviewed annually as part of the appraisal process.*