**HEAD OF SCIENCE**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Post Title** | **Head of Department** |
| **Purpose** | * To raise standards of student attainment and achievement within the subject area and to monitor student progress * To be accountable for student progress and development within the subject area * To develop and enhance the teaching practice of others. * To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the subject, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school. * To be accountable for leading, managing and developing the subject. * To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum. |
| **Reporting to** | Headteacher/Deputy Headteacher/SLT Line Manager |
| **Responsible**  **for** | Subject staff/teaching staff and relevant personnel within the department. |
| **Liaising**  **with** | SLT/HODs/PALs/student inclusion services and relevant staff with cross-curricular responsibilities, relevant non-teaching support staff, LA personnel and parents. |
| **Working**  **Time** | Full time |

This job description is current at the date below and will be reviewed on an annual basis and, following consultation with the post holder, may be amended to reflect or anticipate changes in the role which are commensurate with the job title and TLR.

Signed: ……………………………….. (Postholder) Date: …………………

……………………………….. (Headteacher) Date: …………………

The post holder will be responsible for the following –

**Teaching & Learning**

* Developing and evaluating Department Teaching and Learning Policy and Practices in line with school policy and practice.
* Mapping of the Curriculum/Programmes of Study to ensure continuity, consistency and progression across all key stages.
* Developing Schemes of Work within the areas of the Department.
* Managing the Department’s resources, preparing capitation bids, placing orders, monitoring resource use, annual stock check, repair and maintenance etc.
* Allocating staff to teaching groups and to rooms in consultation with the school’s timetable.
* Introducing, monitoring and evaluation new developments within the subject, methodologies, teaching and learning styles, content and relevant approaches and skill development across all year groups.
* Ensuring full participation by the Department in the Literacy, Numeracy and IT across the Curriculum strategies and its G & T and Study Support programmes.
* Liaising with subject teachers and INSET Co-ordinator with regard to individual and departmental training needs.
* Maintaining cross-curricular and cross-phase links.
* Creating opportunities for the sharing of good practice within and beyond the Department.
* Promoting where appropriate links with industry and commerce and educational visits.
* Actively seeking and implementing developments to raise standards and the progress of all students.

**Assessment (in line with AFL policy)**

* Developing and evaluating assessment and moderation procedures which will lead to accurate grading of the progress students are making.
* Monitoring teachers’ use of assessment and its accuracy at all levels.
* Developing Departmental policy and practice in line with school policy and practice on marking, assessment, target setting, monitoring of pupil progress against those targets, recording and reporting.
* Monitoring teachers’ adherence to departmental policy and practice on assessment, recording and reporting to ensure consistency across the department and the school.
* Regularly reviewing the choice of GCSE courses and examination boards.
* Regularly reviewing alternative accreditation and introducing new courses as appropriate in consultation with the SLT lead on curriculum.
* Developing and evaluating GCSE assessment and moderation procedures which will lead to accurate assessment of coursework, estimated grades and tiers of entry.
* Developing appropriate use of baseline data, in line with school policy, to generate appropriate progress paths for all pupils and monitoring teachers’ application of this.
* Analysing student results to identify areas for development and to assess teacher effectiveness.

**Behaviour and Discipline**

* Developing and evaluating departmental Behaviour and Discipline Policy and procedures in line with school policy and practice.
* Assisting members of the department with behaviour and classroom management and supporting them with difficult pupils or groups through effective use of the school’s Behaviour Management Policy.

**Health and Safety**

* Developing and evaluating Departmental Health and Safety Policy and Procedures in line with School Policy and Procedures.
* Ensuring that risk assessments are done annually for all departmental classrooms and areas and are displayed in classrooms with copies given to the school’s Health and Safety Manager.
* Ensuring that risk assessments are completed for all departmental activities, curricular and extra-curricular, and visits and that copies are given to the school’s Health and Safety Manager.
* Maintaining all equipment in a safe condition.
* Ensuring that fire evacuation procedures are displayed in all departmental rooms and areas.

**Quality Assurance**

Regular monitoring and evaluation of all aspects of the work of the department in line with the school’s self review process and quality assurance framework, in particular:

* Regular monitoring and evaluation of teaching across the department and of the learning outcomes, including evaluation against quality standards and performance data.
* Engaging in the school’s Performance Management process, acting as team leader to a designated group of staff.
* Ensuring, through appropriate regular monitoring, that teachers are following and applying effectively all school and departmental policies and procedures.
* Monitoring and evaluating standards of behaviour within the department.
* Reporting as required to SLT and Governors on developments and progress within the subject.
* Liaising with appropriate LEA advisors or other consultants/courses to monitor and evaluation developments within the subject nationally, locally and within the department.