



## JOB DESCRIPTION – CURRICULUM LEAD SCIENCE

Salary:	MPS/UPS + TLR1B (£9,474)
Location:	Billingham
Contract type:	Full Time
Contract term:	Permanent
Responsible for:	9 members of the Science Team
Reporting to:	SLT Link
Liaising with:	Principal/SLT/Curriculum Leads/Assistant Principal – Careers and Guidance (responsible for PHSE)

### OVERVIEW

St Michael's Catholic Academy became part of Carmel Education Trust in September 2013 with a newly-appointed Principal taking up post shortly after. The Academy has undergone significant transition in the academic years since then and is now a thriving, inclusive and positive academy community. Whilst attainment is good, progress for all students is a key priority. The Academy was inspected by Ofsted in June 2017 and judged as **Good**.

There is a strong emphasis on relationships within the Academy and wider community, and this is key to our Catholic ethos where respect, justice, compassion and truth are central to our everyday lives. The students and staff affirm our welcoming and warm ethos, and in this context the school is transformed, where behaviour is good, the Catholic life of the school is strong and our belief in a holistic education is now well-established.

Our Teaching & Learning strategy is embedding and we have a rigorous monitoring and support system in place. We work intensively with Carmel Education Trust, which is a major strength of the Academy. There remains some improvement to be realised in a small number of curriculum areas and we are confident in our aspiration to be outstanding in the longer term. The progress measure is the key concern, and we are all working profoundly to ensure that student progress can be accelerated so that students make at least expected progress in St Michael's.

St Michael's Catholic Academy is an exciting, dynamic and inclusive community in which to work. We are proud of our many achievements but fully appreciate that there is a steep journey ahead. We provide each other with support, encouragement, understanding, integrity and professionalism.

## **CORE PURPOSE OF THIS POST**

- To be a positive role model within both the department and the whole Academy for both pupils and staff;
- To be wholly committed to further enhancing Catholicity throughout the Academy and to embody the Catholic ethos;
- To raise standards in outcomes at Key Stage 4, ensuring that students wherever possible meet expected progress and to further develop Key Stage 3 lessons so that they are progressive, stimulating and allow students to grow in their passion for Science;
- To be a core member of the Curriculum Leaders group;
- To join the Senior Leadership Team (SLT) every half term to discuss and share achievements/developments within the department and wider community;
- To lead staff in the formulation of aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy;
- To manage the monitoring and evaluation of all aspects of work within the Science department and to contribute to the Academy's self-evaluation processes;
- To carry out observations of staff lessons within the department and provide constructive feedback;
- To ensure that there are high expectations of teaching and learning throughout the department;
- To lead the department in actively using data and all other relevant information to monitor and follow-up student progress.

## **MANAGEMENT OF TEACHING AND LEARNING WITHIN THE SCIENCE DEPARTMENT**

- To lead the development of appropriate syllabi, resources, schemes of work, marking policies, assessment and teaching and learning strategies within the department;
- To liaise with the Deputy Head Curriculum to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which supports the main focus within the whole Academy development plan;
- To lead curriculum development within the whole department;
- To keep up to date with local and national developments in the subject area and teaching practice and methodology;
- To actively monitor and respond to curriculum developments and initiatives within the Science department;
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles;
- To ensure that all schemes of work and all teachers cater for the needs of all students, irrespective of ability;
- To manage behaviour within the Science department to ensure that teachers can teach and students can learn;
- To lead the departmental system for the tracking of student progress, the setting of student targets and to work towards their achievement;
- To be responsible for ensuring that all students are correctly and appropriately entered for all external examinations;
- To ensure the maintenance of accurate and up-to-date information concerning the department;

- To make use of performance data within the department to support teaching and learning;
- To ensure that all reports within the department are completed by the times stated and to a professional standard;
- To ensure that the departmental management file is kept up-to-date and accurately reflects all aspects of teaching and learning within the named department.

## **MANAGEMENT OF STAFF WITHIN THE SCIENCE DEPARTMENT**

- Be responsible for the day to day management of staff and resources within the Science department and to act as a positive role model;
- Manage the available resources within the department (i.e. space, staff, money and equipment) efficiently;
- Ensure that challenging objectives are set for staff and that development needs are identified through the performance appraisal process, resulting in relevant training and development to meet individual needs;
- Make appropriate work arrangements for classes when staff are absent, ensuring appropriate work within the department liaising with the cover teacher or cover supervisor;
- Participate in the selection process for new staff within the Science department;
- Ensure an effective induction into the department and the Academy for new staff;
- Adopt a coaching or mentoring approach where appropriate for staff;
- Chair department meetings and to ensure that members of the department are clear as to their own specific responsibilities and communicate any relevant information to staff;
- Promote teamwork and motivate staff to ensure an effective working relationship is developed within the department;
- Ensure that all school policies and procedures are adhered to within the department.

*These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Directors may determine.*

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.**

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING AN ENHANCED DISCLOSURE CHECK.

Carmel Education Trust is committed to safeguarding and promoting the welfare of children.