

Deputy Director of Science

The role of the Deputy Director is a crucial one. It is a role that supports the Director in developing the ethos of the subject area in harmony with the aims and ethos of the whole school, as well as raising achievement.

The job description for Deputy Director of Science covers many of the areas of the Director role. However, it is expected that the Director will take the lead and be accountable for these areas but that the Deputy Director will support as appropriate. In discussion with the Director specific tasks will be delegated to the Deputy and be reviewed and amended on an annual basis.

The Deputy Director needs to work closely with both the Director and staff within the curriculum area to ensure that the vision for the area is achieved, a strong subject identity is developed and disseminated, and student attainment is maximised.

The aims of the post of Deputy Director are to...

Support the Director to:

- Promote and oversee the development of the curriculum area
- Ensure that learning and high quality teaching is the core purpose of the curriculum area
- Foster high achievement and excellence within the curriculum area ensuring that students are encouraged and supported to aspire beyond their personal best
- Support staff within the curriculum area, including the professional development of staff

STAFF

Responsibilities in relation to staff are to support the Director to:

- monitor the effectiveness of, and have oversight for, the work of members of the curriculum area
- ensure opportunities are provided for the professional development of staff, ensuring that they are up-to-date with developments in their own subject area in order to improve the quality of learning and teaching
- support the Performance Development of staff within the curriculum area
- be responsible for the support and supervision of staff
- take an active role in the training of staff
- supervise the work of Newly Qualified Teachers and Student Teachers within the curriculum area, in co-operation with relevant Senior Leadership Team member(s) and subject professional tutors
- ensure when a colleague is absent that work is set for classes needing cover
- liaise with relevant visitors to the school and ensure they have adequate documentation, briefings and programmes for their visits
- ensure that staff support and uphold the school's aims and policies
- plan and prepare a working staff handbook for the curriculum area, advising on procedures, policies and practices

STUDENTS

Responsibilities in relation to students are to support the Director to:

- have oversight of the learning of all students within the curriculum area
- ensure staff create an ethos in which students feel safe and learn effectively
- ensure rewards policies are applied, so that students are praised and rewarded for good work
- ensure proper assessment procedures are set up and monitor the quality of assessment procedures, school reports and other such communications
- ensure structures are set up to deal with underachievement, poor behaviour and attendance where this affects learning, in line with school procedures
- ensure systems exist within the curriculum area for regular contact with parents
- liaise with Year Leaders on the needs of individual students and produce coursework deadline planners for Years 10 and 11
- liaise with the Head of Learning Support to identify and support students in line with the SEN Code of Practice, and disseminate relevant student information, including the use of IEPs
- liaise with and guide support staff e.g. Teaching Assistants to ensure the needs of students are met
- allocate staff to teaching groups
- organise suitable student groupings, particularly where there is setting within the curriculum area, and ensure that proper group lists are compiled for input onto the administrative computer systems
- ensure the development of student responsibility and learning through the provision of extended learning opportunities both across the curriculum area and cross- curricular, ensuring that any visits are organised in line with the School Visits Policy

CURRICULUM

Responsibilities in relation to the curriculum are to support the Director to:

- ensure suitable schemes of work are planned and prepared so that the curriculum is effectively delivered to students of all abilities
- monitor and evaluate the schemes of work and ensure that they remain up-to-date and in line with external and internal changes and requirements
- initiate curriculum discussion and ensure that there is constant review of teaching approaches and subject content, in line with the National Curriculum, exam syllabi and other external requirements, so that students can progress within school and when they leave.
- oversee the use of baseline data within the curriculum area, in conjunction with the Raising Standards Leaders
- oversee the analysis and dissemination of relevant student data, and use this to set realistic but challenging targets for staff and students
- provide information as necessary to the Headteacher, parents, teachers and governors about the work of the curriculum area, student progress, and exam results

RESOURCES

Responsibilities in relation to resources are to support the Director to...

- plan and administer capitation income and expenditure, ensure its effective use and that the school gets good value for money in all its purchases
- be responsible for monitoring the use of all curriculum area classrooms, negotiating with premises staff on relevant issues
- monitor the quality and effective use of classroom displays
- ensure all staff have the equipment and resources needed for students to learn effectively and ensure that equipment and resources issued are properly used and returned

SPECIFIC RESPONSIBILITIES

To be agreed with the Director of Science:

ROLE SPECIFIC

Support the Director to:

- undertake curriculum area self evaluation and review as appropriate in line with whole school self evaluation and review processes
- manage and monitor systematic forward planning for the curriculum area in line with the School Improvement Plan including the co-ordination of the subject Improvement Plan.
- ensure consistency of practice across the curriculum area in the application of policy where appropriate
- develop a strong subject identity and promote the work of the curriculum area through parents' evenings, assemblies, cross curricular opportunities and links with the community
- ensure there is a commitment to equality of opportunity for staff and students at curriculum area level in line with whole school principles
- deputise for Director as appropriate
- undertake any reasonable specific duties delegated by the Director
- undertake any other duties that can reasonably be expected by the Headteacher to ensure the effective running of the curriculum area and whole school middle leadership functions

SELECTION CRITERIA – Deputy Director

Qualifications

- Qualified Teacher Status
- Degree or equivalent academic qualification

Experience

- Successful teaching at secondary level, with excellent subject knowledge
- Experience of successful team leadership (preferable but not essential) and team membership
- Evidence of a good record of raising achievement and improving exam results
- Evidence of appropriate professional development
- Evidence of strong team working

Skills and Abilities

- Ability to help build a staff team and undertake the support and supervision of staff
- The ability to understand how managing change is achieved effectively
- Knowledge and understanding of current educational issues
- Knowledge of what constitutes 'Outstanding Teaching and Learning' and the ability to model practice and mentor others
- Knowledge and understanding of the use and development of ICT to enhance learning
- Ability to use data and information to support self evaluation and review and set targets to raise standards
- Good organisational and administrative ability
- Ability to manage students firmly, fairly and effectively

In addition, the successful candidate will need:

- A commitment to equal opportunities
- Good ICT skills
- Good written and oral communication skills
- Good personal presentation – the school expects a professional standard of dress
- Energy and a sense of humour
- Excellent attendance and punctuality
- A willingness to go the extra distance for students