



## **Job Description: Head of Science**

<b>Contract:</b>	Full time and permanent
<b>Salary:</b>	MPS1 – UPS3 (£22,917 - £38,633) +TLR 1B (£9,472)
<b>Responsible to:</b>	Deputy Headteacher/Assistant Headteacher
<b>Liaise with:</b>	Deputy Headteacher/Assistant Headteacher, SENCO, teaching and non-teaching staff, Parents/Carers and relevant external agencies/professionals
<b>Accountability:</b>	The Head of Science will be directly accountable to the SLT line manager, with specific responsibility for leading Teaching & Learning and pedagogy across the Faculty. They will work closely with Senior Leaders, other, Middle Leaders and teaching staff to raise standards in Science and ensure the impact of quality-first Teaching & Learning on outcomes and school improvement.

### **The Role – Leadership Responsibilities**

1. Uphold the vision and aims of the school.
2. Lead and develop high quality Teaching & Learning and pedagogy across the Faculty.
3. Model to other colleagues what constitutes 'outstanding' Teaching & Learning in Science.
4. Develop high quality assessment for learning practice and ensure this is common practice across the Faculty to ensure that assessment of learning is robust and accurate.
5. Establish innovative working practices across the Faculty, using evidence based research to support new initiatives and impact on raising standards in Teaching & Learning across Science.
6. Work closely with other specialist practitioners and other Middle Leaders to ensure the quality assurance of standards in Teaching & Learning at a whole school level
7. Ensure curriculum provision is broad, balanced and relevant in support of securing outstanding outcomes in Science.
8. Work alongside Senior Leaders and other Middle Leaders on self-evaluation processes, identifying strengths and areas for improvement in Science.
9. Work alongside Senior Leaders and other Middle Leaders on improvement planning for Science, identifying and prioritising needs across the Faculty in support of securing whole school improvement
10. Lead professional development strategies within the Faculty to secure outstanding outcomes
11. Mentor NQTs, support new teachers to the school and provide specific support within the Science Faculty as appropriate
12. Actively lead and develop a culture of coaching within the Faculty in support of colleagues' development in Science.
13. Develop effective working relationships within the Science Faculty and actively share good practice across other areas and at a school wide level where appropriate.
14. Support other Middle Leaders and to deputise for Senior Leaders as appropriate.
15. Ensure policies determined by the Governing Body and Headteacher of the school and reflected in practice across the Faculty.
16. Actively work alongside Senior Leaders and other Middle Leaders to raise standards and secure high levels of achievement in Science.
17. Actively work alongside Senior Leaders in monitoring and tracking pupil progress through highly effective systems and data analysis.

18. Actively work alongside Senior Leaders to ensure that the performance of pupils is in line with national trends and to ensure that all pupils achieve their full potential.
19. Ensure high quality extra-curricular provision provides additional opportunities for pupils of all abilities to extend their learning experiences beyond the classroom.
20. Work co-operatively with, and in support of, all adults across the school community.
21. Work with pupils in a courteous, caring and responsible manner at all times and to model high professional standards.
22. Work with other professionals and present oneself in an appropriate manner that it upholds the values of and enhances the reputation of the School.

### **Main Responsibilities**

#### **Operational/Strategic Planning**

- Lead the development of Teaching & Learning strategies, appropriate schemes of work, resources and assessment in Science.
- Lead the monitoring and tracking pupil progress, and the provision of appropriate intervention to ensure high outcomes.
- Lead the implementation of school policies and procedures to ensure that practice reflects policy across the Faculty.
- Lead strategic planning across the Faculty, including Faculty SEF and Improvement Plans to ensure the explicit focus on raising standards to secure outstanding outcomes.
- Work collaboratively with colleagues across the Faculty to ensure that the needs of pupils are met through focusing on key priorities, which have coherence and relevance in supporting the objectives of the school for school improvement.
- Ensure that good standards in pupil behaviour are maintained and that the school's Behaviour System is implemented consistently across the Faculty.

#### **Curriculum Provision:**

- Liaise with the Deputy Headteacher [Curriculum] to ensure the delivery of an appropriate and highly effective Science curriculum, which complements the school's strategic objectives to secure outstanding outcomes.
- Liaise with the Senior Leaders and other staff to establish a school wide focus on 21<sup>st</sup> century learning through Science.

#### **Curriculum Development**

- Actively monitor curriculum development at national, regional and local levels and respond appropriately to new initiatives.
- Support curriculum development within the Faculty in response to developments nationally, regionally and locally to ensure that provision in Science best meets the needs of pupils at the school,
- Maintain a healthy awareness of developments in Science, Teaching & Learning and pedagogy.
- Liaise with Senior Leaders to ensure that choice of exam specification at KS4 is the most appropriate to secure outstanding outcomes.
- Liaise with Senior Leaders to ensure that links between curriculum provision and assessment of pupil progress are explicit to secure outstanding outcomes.

### **Staff Development**

- Work alongside Senior Leaders and other staff to ensure that professional development needs are identified and that appropriate provision is delivered to meet such needs.
- Promote teamwork and collaborative working to motivate staff and to ensure effective working relations across the Faculty and at a whole school level.
- Lead the on 'coaching' within Science.
- Ensure the effective deployment of classroom support.
- Actively support the school's ITT programme.

### **Quality Assurance**

- Ensure the effective implementation and application of quality assurance mechanisms in Science to ensure outstanding outcomes.
- Lead the monitoring and tracking of pupil progress in relation to targets to ensure that pupils achieve their potential.
- Review pupil progress through highly effective data analysis to inform the most appropriate intervention to ensure outstanding outcomes.
- Establish consistent standards of practice across the Faculty and develop highly effective Teaching & Learning styles in all relevant curriculum areas within Science.
- Actively contribute to the monitoring of standards in Teaching & Learning through lesson observations, work scrutiny, learning walks and appraisal within Science.
- Implement quality assurance mechanisms across the Faculty and to ensure adherence these within Science.
- Actively contribute to the monitoring and evaluation of the curriculum in Science provision at KS3 & KS4 in line with agreed school procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required within the relevant curriculum area.

### **Management Information**

- Actively contribute to evaluative feedback and analytical data on standards in Teaching & Learning, pupil progress and curriculum provision.
- Actively contribute to the analysis and evaluation of performance data to ensure outstanding outcomes.
- Demonstrate a highly effective skill set in the use of management information systems, including SIMS and SISRA [data analysis platform].
- Produce reports within the Quality Assurance cycle.
- Provide strategic feedback and evaluative reports on standards across the Faculty and outcomes in Science, through Faculty Reviews, self-evaluation and improvement planning processes.
- Ensure that learning environments are stimulating in support of T&L and that they conform to H&S regulations.
- Effectively manage the Faculty budget.
- Set work appropriately for staff who are absent and effectively manage supply staff as necessary.

### **Communications**

- Ensure effective communication with other staff at the school, external professionals, pupils and parents/carers as appropriate.
- Develop positive relationships with other schools and professionals within the local and wider locality, HE & FE, industry, examination boards and other relevant external organisations.

### **Marketing and Liaison**

- Actively promote links with other schools and professionals within the local and wider locality and other relevant external organisations in support of curriculum enrichment across Science.
- Actively promote the development of effective subject links with other schools, organisations and the local community in support of whole school events, including Open Evening and other events which encourage parental engagement.
- Actively promote the development of effective cross-curricular subject links across the school community and with external agencies as appropriate.

### **Management of Resources**

- Manage financial and human resources within the Faculty as required to meet the needs of curriculum provision and to contribute to the most cost effective use of resources to secure outstanding outcomes.
- Be proactive in pursuing collaborative links with other Faculty areas to ensure a sharing and effective usage of resources to the benefit of the school and the pupils.

### **Pastoral System**

- Monitor and support the well-being and educational development of pupils within Science and act appropriately to maintain this.
- Assist in monitoring student attendance and acting on any correlation with pupils' progress and underachievement in relation to targets.
- Actively supporting the Head of Faculty to implement appropriate intervention to follow up on the impact of absence on progress and minimise gaps and any detrimental impact on outcomes.
- Assist the Head of Faculty to actively promote SMSC, PSHE, Citizenship, CIAG, and Enterprise & Enrichment through Science in support of school policy.
- Actively promote effective implementation of the school Behaviour Management system across the Faculty to ensure that Behaviour for Learning is outstanding so that effective learning can take place.

### **RELATIONSHIPS:**

The post holder also interacts on a professional level with colleagues and will seek to establish and maintain professional relationships with them and to promote mutual understanding of the school curriculum with the aim of securing the highest standards in Teaching & Learning at the school.

All Job Descriptions at Westleigh High School complement the agreed pay and conditions for the relevant post. There is no intention to ask any employee to do anything that infringes their pay and conditions.

The purpose of this Job Description is to clarify and sharpen the focus of the role of the postholder.

This job description will form part of an annual review through Appraisal to discuss your relevant professional development. This review will be between you and your Line Manager.

**Westleigh High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

This post is subject to Enhanced Disclosure procedures