

**Candidate Pack**

**Subject Leader of Science**

UTC Leeds

**Contact - Hayley Stewart**

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**Job Description**

**Job Title: Subject Leader of Science**

**Accountable to: Assistant Principal**

**Working Hours: full time**

**Salary: MPS/UPS plus TLR 1B (£10,050)**

**Main aim:**

To provide vision, direction and leadership for Science

**Purpose:**

**The Subject Leader for Science will:**

* Be responsible for ensuring high quality teaching and learning across the Science team including developing and enhancing the teaching practice of others
* Lead and coordinate, along with other TLR holders and the Assistant Principal, Quality Assurance, enabling sharing of good practice across the subject areas.
* Raise standards of student attainment and progress in all Science classes and monitor and support learner progress
* Keep abreast of developments in the Science curriculum and ensure that new developments and changes in course content are introduced and delivered.
* Performance manage the two members of staff in the Science department in their faculty.
* Oversee the SEF/DIP for the Science
* Play a major role as a Middle Leader in school development.

**Specific Responsibilities:**

### **Teaching, learning and behaviour**

* To ensure an appropriate climate for learning throughout the Science team which is based upon good behaviour and whole-school strategies for rewards and sanctions.
* To provide leadership on all matters relating to teaching, learning, assessment and behaviour within the Science team.
* To lead and facilitate Science department meetings and training which focus upon teaching and learning and raising attainment supported by agendas and actions.
* To develop and implement policies and strategies to promote high quality teaching and learning, high standards of behaviour, feedback and assessment.
* To prepare and publish Schemes of Work.
* To develop a climate which promotes student achievement and enjoyment across the Science team.

### **Line management and development of staff**

* To establish a clear vision for the Science
* To provide leadership and continuous professional development for all team members and model professional behaviour.
* To ensure that performance management arrangements are implemented in accordance with school policy.
* To lead the Quality Assurance process within the department including lesson observations, learning walks, student voice etc. and to advise colleagues on approaches to teaching and learning, raising attainment and effective behaviour management.
* To use the findings from department Quality Assurance processes and Progress check data to inform the need for support for teachers within the department, including where required to lead and support staff through the Teacher Continued Improvement (TCI) cycle
* To advise the Headteacher on the suitability of team members to progress through the pay scales.
* To foster a culture of innovation, collegiality and teamwork.
* To advise on the deployment of staff appropriately through the timetabling process.
* To participate in the recruitment and selection of new staff.
* To attend all subject leader meetings where required

### **Raise standards and progress**

* To implement strategies to promote high levels of achievement and to counteract under-achievement.
* To implement systems to monitor the progress of all students against their prior attainment targets.
* To use comparative data in order to understand the performance of individual students, classes, teachers and the Science team as a whole.
* Ensure coursework and independent learning deadlines are set and monitored for all Science classes
* Ensure  all Progress check deadlines are met by all Science teachers and Progress check data is quality assured and standardisation and moderation processes are conducted before each data point in line with the college wide calendared dates
* To regularly analyse assessment data and ensure clear actions are identified. This will include using data to identify students who are underperforming and plan and lead on appropriate and meaningful interventions for these students
* To ensure that feedback and assessment is in line with whole-school policy.
* To provide the examinations office with accurate examination entries and syllabus details.

### **Curriculum development and provision**

* To review annually the courses available to students in order to ensure that they are relevant to their needs and provide them with maximum opportunity for success at examination level.
* To co-ordinate the production of a Science department improvement plan and review process which creates a shared/collegiate vision for the work of the curriculum area.
* Set work for classes for planned absence and unplanned absence (including members of the Science team in the case of unplanned absence).

### **Financial and physical resources**

* To manage the annual curriculum area capitation budget to promote effective teaching and learning and to raising standards.
* To ensure that the physical environment is attractive and conducive to effective teaching and learning.
* To ensure that staff and students observe practices in accordance with the school’s Health and Safety policy.

1. **Additional duties**

* Act with integrity and ensure a high standard of care and safeguarding for all our students.
* Comply with health and safety rules and legislation, ensuring the safety of students and staff at all times.
* Provide a highly visible presence to students and colleagues through the day.
* Attend open evenings, parental events, progress review meetings and other dedicated activities, as required.
* Act in compliance with data protection legislation in respecting the privacy of personal information.
* Comply with the principles of the Freedom of Information Act 2000 in relation to the management of UTC records and information.
* Undertake additional duties as may be reasonably directed by the Principal or line manager where they meet the priorities of the UTC.
* To attend reasonable requests for meetings to coordinator your role.

**Duties will inevitably develop and change as the work of the school changes to meet the needs of our service. Employees should therefore expect periodic variations to job descriptions, UTC Leeds reserves this right. This job description will be supplemented on a regular basis by individual objectives derived from school strategies.**

**Person Specification**

**Evidence from A = Application E = Exercise/Activity I = Interview R = Reference**

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| Category | Essential | Desirable |
| Qualifications | * Honours degree in a teaching subject or equivalent (A) * QTS or QLTS(A) * Physics degree or the ability to teach A-Level Physics is desirable | * Further study or action research on leadership across a school (A) |
| Experience | * Extensive teaching experience in delivering subject(s) relevant to the UTC curriculum (A,I,R) * Track record of high quality teaching leading to outstanding learning (A,I,R) * Able to demonstrate impact of teaching through student progress and attainment (A,I,R) | * Successful experience of innovative partnership working with employers (A,I,R) * Experience of working outside education (A,I,R) |
| Knowledge and Understanding | * Good or outstanding classroom teacher with detailed understanding of pedagogy (A, E, I, R) * Effective assessment for learning strategies (A, I, R) * An understanding of how children learn with evidence to show how this can be effectively translated into classroom practice and have an impact upon the levels of student achievement. (A, E, I, R) * Experience of curriculum developments which personalise learning for students and so maximise achievement (A, I, R) * Experience of how ICT and technology more widely can be used to improve teaching and learning (A, E, I, R) * Understanding of national curriculum change and the impact on your subject (A,I,R) * Ability to design and implement successful schemes of work (A,I,R) * Ability to set robust targets, analyse performance and report accurately (A,I,R) | * In-depth knowledge of subject curriculum at Level 2 and Level 3 (A,I,R) |
| Other skills and abilities | * The ability to relate subject to the world of work (A,I,R) * Excellent interpersonal skills and builds positive relationships with students, staff, parents and industry partners (A,I,R) * Ability to organise, prioritise and meet deadlines (A,I,R) * Communicate well orally and in writing (A,I,R) * Possess the energy and drive to motivate students and inspire learning (A,I,R) * Able to work as part of a wider team with a flexible approach to the role (A,I,R) * Able to respond calmly to challenging situations and demonstrate stamina and resilience (A,I,R) * Willingness to take on responsibilities beyond previous experience (eg new subject areas) with suitable support (A,I,R) * Absolute commitment to the UTC ethos and attitude towards students as young adults (A,I,R) |  |
| Personal qualities | * Honesty, integrity, ability to build trust (A, I, R) * Resilience (A, I, R) * Energy, enthusiasm and the ability to keep things in perspective (A, I, R) * A sense of humour (A, I, R) |  |



**Safeguarding Children and Vulnerable Adults**

### **UTC Leeds has a statutory and moral duty to ensure that the schools functions with a view to safeguarding and promoting the welfare of children and young people studying at the school. The post holder will be required to commit to the school child protection policy and promote a safe environment for children and young people learning within the school.   All posts are subject to enhanced Disclosure and Barring Service check. However, having a criminal record will not necessarily bar you from working with us this will depend on the nature of the position and the circumstances and background of your offences.**

**This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff, visitors and volunteers to share this commitment**

**Equality and Diversity**

All employees of UTC Leeds are required to promote equality and diversity in all aspects of the job.  Specifically, the jobholder will be required to support the School to meet the General Equality Duty under the Equality Act 2010 to:

* Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
* Advance equality of opportunity between people who share a protected characteristic and those who do not.
* Foster good relations between people who share a protected characteristic and those who do not.

The protected characteristics are;  Age, Disability, Gender Reassignment, Marriage/Civil Partnership, Pregnancy/Maternity Leave, Race, Religion or Belief, Sex, Sexual Orientation.

**Health and Safety**

It is the responsibility of all employees to co-operate with the school management in meeting the objectives of providing a healthy and safe place of work. Therefore, all staffmust carry out their work with reasonable care for the health and safety of themselves and other people. Accidents or near misses must be reported and safe working procedures must always be followed.

1. Duties will inevitably develop and change as the work of the school changes to meet the needs of our service. Employees should therefore expect periodic variations to job descriptions, UTC Leeds reserves this right. This job description will be supplemented on a regular basis by individual objectives derived from school strategies.
2. Where an applicant or existing employee is, or becomes, disabled (as defined by the DDA) and informs the College fully of their requirements, reasonable adjustments will be made to the job description wherever possible.