

JOB DESCRIPTION

SENIOR ASSISTANT DIRECTOR OF SCIENCE

CORE PURPOSE

- Share in the leadership and develop the TLR team responsible for KS4 science;
- Assist the Director of Science in identifying the development and training needs in science. Devise and implement a coherent strategy and programme for staff development in line with school and departmental goals and the Learning and Teaching policy;
- Support, guide and motivate teachers of the science department and other adults by leading and managing good practice and continuing professional development;
- Monitor, evaluate and improve the standard of teaching and learning in the subject. Be accountable for the monitoring of and impact on the quality of teaching in science;
- Assist with the efficient and effective day-to-day running of the department particularly in relation to ensuring H&S requirements are met and a clear process in place for reviewing equipment and procedures on an annual basis;
- Develop and organise curricular and extra-curricular enrichment activities. Support, guide and motivate teachers of the subject at Key Stage 4 in the teaching of learning of gifted and talented students in the department.

Reporting to: **Director of Science**

Liaise with: **SEND, PAL and admin staff**

STRATEGIC DIRECTION

- Identify relevant school and department improvement issues to support the continued progress of effective teaching and learning;
- Support the Director of Science in ensuring the Science department promotes, and lives, the vision for the school and the school motto: Aspire, Believe, Achieve;
- Define and agree appropriate improvement targets by analysing and interpreting relevant data for your designated area(s) of responsibility;
- Proactively contribute to department meetings and INSET days by providing guidance and support on teaching and learning, as well as contributing to other aspects of department work e.g. effective and regular communication between both campuses;
- Implement and adapt, where necessary, department strategies, resources and curriculum issues across both campuses to ensure consistency, in conjunction with the Director of Science;

- Regularly contribute to the Learning Zone and the school website ensuring that resources are relevant and up-to-date and high quality.

TEACHING AND LEARNING

- Model outstanding practice and to be observed as necessary so that staff can develop their own understanding of what good or better learning looks like;
- Work collaboratively and creatively with the school coaching team to ensure high quality outcomes;
- Identify continuing professional development needs for individuals and the department team as a whole;
- Monitor and evaluate standards of teaching, identifying areas for improvement through informal discussion as well as strategic and planned development opportunities through observation, analysis and deconstruction of lessons in order to give supportive and informative feedback;
- Organise and direct TLR to carry out learning walks and undertake other Quality Assurance activities;
- Regularly undertake surveys and use student feedback to raise both levels of student engagement and achievement within science, sharing best practice with the science team and the school as a whole;
- Plan and provide structured coaching programmes for individuals and groups of staff to improve professional effectiveness, especially in relation to teaching;
- Plan and deliver high quality training and INSET sessions to staff in department meetings, twilights and staff training days;
- Evaluate and measure the impact of training activities and INSET sessions;
- Provide the Director of Science with relevant curriculum and monitoring and evaluation information in relation to high quality teaching;
- Develop resources to support the teaching and learning of gifted and talented students in Science;
- Contribute to the KS3 and KS4 schemes of work to support the teaching of gifted and talented students in Science;
- Co-ordinate the Science ASPIRE programme for Key Stage4 students.

ENSURING BEST PRACTICE

- Develop and embed new and effective approaches to teaching and learning across the department;
- Seek out exceptional practice that exists within the school, and from other institutions, and share this with teachers so that we continually improve our practice;

- Sustain outstanding practice and personal expertise in your own classroom by constantly reflecting and refining in order to be a role model for staff;
- Lead the use of technologies in the development of classroom practice and pedagogy, for example videoing lessons and using white board technologies;
- Identify educational research to enhance existing practices;
- Develop and share exciting and innovative teaching and learning strategies including the use of ICT suite;
- Create new and high quality teaching materials and resources;
- Support teachers in creating positive behaviour management through good teaching;
- Carry out appraisals.

ETHOS, STAFF AND RESOURCES

- Help promote an ethos and culture within the department that is in line with achieving the aims of the school;
- Work with the Director of Science by identifying staff and resource needs;
- Help create an effective and stimulating environment for teaching and learning;
- Coordinate and manage mentoring of new staff and trainees in the department;

In addition to these specific responsibilities the post-holder may be required to undertake any additional responsibility that might reasonably be deemed to be part of the job.

November 2017