# SECONDARY TLR – Position of Responsibility Science : JOB DESCRIPTION

Revised document: February 2018

Salary

The post carries a TLR in addition to the post holder’s substantive salary.

# Line of responsibility

The post holder is directly responsible to the Curriculum Leader Science

# Line management

The Post Holdermay be responsible for the performance management of a number of staff within the Science faculty.

# Job description

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder, in line with emerging priorities in the school.

# Job content

## Strategic purpose

The post holder will play a major role, alongside other colleagues in the leadership committee, in establishing the aims and objectives of the Science faculty to reflect the overall aims and objectives of the school and in implementing appropriate policies and procedures to ensure the achievement of these objectives.

S/he shall set challenging targets to ensure that staff are motivated to deliver education to the highest possible standard in accordance with the objectives included within the school’s development plan.

## Core responsibilities

S/he shall:

* have a shared responsibility for the quality of all Science teaching and learning within the Faculty. In addition
* shall also have a shared responsibility for the development of the Science curriculum in the school, with other colleagues in the faculty.
* have the responsibility for developing Science lessons, extra-curricular activities, and putting on regular showcase events and exhibitions.
* promote and model a passion for learning, and enthusiasm for Science.
* ensure, through the effective operation of assessment, recording and reporting systems that all students within the department meet or exceed agreed targets, both individually and across the department, and shall ensure that schemes of work include provision for personalised learning.
* in collaboration with the Curriculum Leader will ensure that all members of the faculty are performing as effectively and efficiently as possible and ensure to the best of her/his ability, that the department is adequately resourced to fulfil its function within the school.
* keep abreast of national strategy and developments impacting on her/his subject area/s and ensure information is communicated to the faculty and whole-school staff, and the faculty is responsive to such developments.
* contribute to curriculum development and timetabling as required.
* oversee the preparation of schemes of work and lead, develop and enhance the teaching of other teachers within the department.
* work within the school’s professional development programme to ensure that s/he and the members of the faculty keep their knowledge and expertise up to-date.
* play a key role in the appointment of staff within the faculty, and shall put in place arrangements for the mentoring of newly qualified and trainee teachers within her/his subject area/s as required.
* represent the interests of the faculty within the wider leadership of the school, and participate in any collaborative arrangements within the school or with other schools which may benefit the development of the faculty.
* agree appropriate professional targets annually with the appropriate senior leader, who will monitor and review her/his performance in accordance with the school’s appraisal policy.
* recommend priorities and resources for the teaching of Science and ensure value for money in resourcing the faculty.
* contribute as appropriate to whole-school initiatives such as induction days and shall encourage extra-curricular activities and educational visits promoting a passion for and engagement with Technology and STEM within the school guidelines.
* be jointly responsible for all aspects of health and safety within her/his department.

# Conditions of employment

**The post holder shall:**

* be subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
* be required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body.
* uphold the school's policy in respect of child protection and safeguarding matters.
* be subject to all relevant statutory requirements as detailed in the most recent School Teachers’ Pay and Conditions Document.
* may be required to perform any other reasonable tasks after consultation.