The Langley Academy

Job Description

Second in Science

**Salary/Grade**

Main Scale plus London Fringe Allowance plus TLR 2b £4,379

**Purpose of the job**

Supporting the Head of Faculty in providing the professional leadership and management of the science faculty to secure high quality teaching, effective use of resources, and high standards of learning and achievement for all students.

Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.

To assist the Head of Faculty in the overall management and development of the science faculty.

To assist the Headteacher in the overall management and development of the school.

**Reporting to**

Head of Faculty

**Responsible for**

Supporting the Head of Faculty with the leadership and management of science, including teaching staff and other specified personnel within the subject area.

Supporting the Head of Faculty to ensure the provision of a full learning experience and support for students in science.

**Liaising with**

Headteacher, Leadership Team, SENCO, Subject Leaders, Raising Standards Leaders, teachers and support staff, external agencies and parents.

#### **KEY FUNCTIONS**

* To support the Head of Faculty in ensuring effective teaching in science, evaluating the quality of teaching and standards of students’ achievement, and setting targets for improvement.
* In liaison with the Head of Faculty, secure improvement in teaching, where necessary.
* To establish and maintain policies and practices with the Head of Faculty to promote positive student behaviour and achievement in science within the framework of the Behaviour for Learning Policy.
* To identify appropriate resources for science and ensure that they are used efficiently, effectively and safely.
* To support the Head of Faculty in the leadership and management of the science faculty.
* To be responsible for the teaching, learning and assessment of a key stage.

#### **SPECIFIC RESPONSIBILITIES**

**The main responsibilities of the post are to:**

* Assist the Head of Faculty in ensuring that teachers are clear about the teaching objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate such information to pupils.
* Assist the Head of Faculty in providing guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different students.
* Ensure, with the Head of Faculty, that classes in science are effectively managed so that students can learn in a supportive and calm working environment.
* Monitor the use of the Behaviour for Learning policy in science to ensure that staff are consistent and effective in their use of the policy.
* Work in liaison with the Head of Faculty to support colleagues in the science faculty in dealing with disciplinary issues, taking joint responsibility for managing behaviour in science and in the related corridor areas.
* Work with the Head of Faculty to lead the professional development of subject staff, and co-ordinate the provision of high quality professional development.
* Together with the Head of Faculty, ensure that science meets the requirements of the examination boards with respect to invigilation, moderation and marking.
* Work with the Head of Faculty to ensure the effective and efficient management and organisation of learning resources in science, including ICT.
* Be familiar with and to adhere to relevant parts of the Academy's Health & Safety policy  
  Promote and safeguard the welfare of children and young people you are responsible for or come into contact with.
* Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Support the Head of Faculty in managing the science capitation budget and resources.
* Together with the Head of Faculty, monitor the processes, which ensure that attendance and punctuality in science lessons is monitored and recorded in line with school and science policy.
* Together with the Head of Faculty, monitor the work areas used by science, helping the head of faculty to create a safe, effective and stimulating environment for the teaching and learning of science.
* Work with the Head of Faculty to ensure curriculum coverage, continuity and progression in the subject for all pupils, including those of high ability and those with special educational or linguistic needs.
* Support the Head of Faculty in the leadership and management of the curriculum area, assisting with staff and pupil issues as reasonably required.
* Support the Head of Faculty in the production of a Science Improvement Plan as part of the School Improvement Plan, to include staff development and training implications.
* Take part in the school performance management policy, appraising staff as required and using the process to develop the personal and professional effectiveness of the appraisee.
* Prepare for and attend faculty meetings.
* Undertake other particular duties in science as agreed with the Head of Faculty.
* Undertake other tasks as reasonably required by the Headteacher.

Person Specification

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| **Qualifications and experience** | **Essential** | **Desirable** |
| QTS, Degree or equivalent teaching qualification in Science or other relevant subject | ✓ |  |
| Relevant CPD Training Courses |  | ✓ |
| A first class teacher with a track record of 3 years of successful teaching experience | ✓ |  |
| Proven track record in raising standards of student achievement | ✓ |  |
| Experience of constructive cooperation with parents | ✓ |  |
| Leading /Managing an Science Faculty initiative/change |  | ✓ |
| Experience of working with staff on whole school initiatives/change |  | ✓ |

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| **Professional Knowledge & Understanding**  The successful applicant will need to demonstrate knowledge and understanding of: | **Essential** | **Desirable** |
| Strategies for raising student achievement | ✓ |  |
| Effective practice and approaches to Teaching and Learning | ✓ |  |
| Current educational trends and thinking | ✓ |  |
| Current developments in Science teaching | ✓ |  |
| Sound understanding of assessment, tracking and analysis | ✓ |  |

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| **Personal Qualities and Skills**  Ideally, we are looking for someone who: | **Essential** | **Desirable** |
| Can lead, motivate, enthuse and inspire staff and students, and win the confidence of parents and governors | ✓ |  |
| Has the ability to think strategically with imagination, vision and originality | ✓ |  |
| Is reflective, self-critical and open | ✓ |  |
| Is self-confident, motivated and ambitious | ✓ |  |
| Has passion and believes that every student can succeed | ✓ |  |
| Is an effective communicator and presenter | ✓ |  |
| Can plan, organise and delegate effectively | ✓ |  |
| Possess excellent interpersonal skills | ✓ |  |
| Can make tough decisions | ✓ |  |
| Has sound judgement, especially when working under pressure | ✓ |  |
| Has a life outside school | ✓ |  |
| Has a fantastic sense of humour | ✓ |  |

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| **Safeguarding** | **Essential** | **Desirable** |
| Staff uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school by;   * treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position * having regard to the need to safeguard students’ well-being, in accordance with statutory provisions * showing tolerance of and respect for the rights of others * not undermining fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs * ensuring that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law | ✓  ✓  ✓  ✓  ✓ |  |
| Staff must have a proper and professional regard for the ethos, policies and practice of the academy and maintain high standards in their own attendance and punctuality | ✓ |  |
| Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities | ✓ |  |

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| **Health and Safety** | **Essential** | **Desirable** |
| Be familiar with and adhere to relevant parts of the Academy’s Health and Safety policy | ✓ |  |
| Promote and safeguard the welfare of children and young people you are responsible for or come into contact with | ✓ |  |
| Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person | ✓ |  |