

Highgate Wood School is a mixed 11-18 Comprehensive School group 7, situated in the Crouch End playing field area of the London Borough of Haringey.

JOB DESCRIPTION

Title of Post:	2nd in Science Department
Salary Grade:	TLR 2C
Accountable to:	HoD, Science SLT Line Manager, Headteacher

The appointment is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

This job description may be amended at any time following discussion between the head teacher and member of staff named above.

The following areas of description are essential requirements of this post

Exercising professional skills and judgement in supporting the Head of Department to implement:

- The school aims, priorities, targets and action plans.
- The department priorities as they relate to the development of the school as a whole.
- Characteristics of high quality teaching and sustaining high standards of teaching, learning and achievement for all students taught in the department.
- The use of ICT in effective learning and in effective management and administration.
- The implications of the Code of Practice for Special Educational Needs for teaching and learning and inclusion.

Accountability for the support of the Head of Department in the leadership, management and development of the Science curriculum area by:

- Contributing to the development and implementation of the academic, spiritual, moral, social and cultural curriculum of the department.
- Ensuring that students are ready to learn (equipment etc) and achieving high standards of behaviour & attendance for learning, punctuality and engagement.
- Assisting in identifying relevant school improvement issues through rigorous self evaluation processes focused on learning and achievement.
- Covering for Head of Department as required

Accountability for impact on educational progress beyond assigned classes or groups of students by:

- Monitoring effective use of target setting data to raise achievement within a key stage.
- Managing effective use of data and target setting to raise student achievement within a key stage.
- Monitoring student standards and progress against annual targets within a key stage.
- Monitoring planning, curriculum coverage and learning outcomes within a key stage.
- Monitoring student behaviour, attendance, punctuality and engagement.
- Monitoring the reliability and accuracy of documentation shared with parents within a key stage

Responsibility for developing and enhancing the performance of others by:

- Maintaining personal expertise, and sharing this with other colleagues.
- Acting as a role model of excellent classroom practice for other colleagues, modelling effective strategies and coaching.
- Monitoring and evaluating standards of teaching, identifying areas for improvement & liaising with HoD as appropriate, including Performance Appraisal for department members
- Assisting with inducting, supporting and monitoring new staff.