



HEAD OF SCIENCE

	Print Name	Signature
Date Effective		
Executive Head Teacher	Mr P Cohen	
Line Manager	Mr P Collier	
Employee		

Job Description
Person Specification

JOB PROFILE

HEAD OF SCIENCE

Responsible to: Senior Leadership Team

Grade: MPS plus SEN allowances + TLR2a

PURPOSE OF POST:

Under the direction of the Curriculum Manager:

- To be responsible for designing and implementing a Science curriculum in KS2, 3 & 4.
- To actively engage in Departmental Self Review, the aim of which to confidently review the quality of teaching and learning, on a regular and systematic basis.
- To act upon the findings from Departmental Self Review to maintain the highest quality of teaching and learning across the department.
- To ensure all teachers of Science adhere to the policies for the setting and marking of work and reporting procedures.
- To bring to the attention of the Deputy Head any difficulties which arise within the department.
- To hold regular meetings, formal and informal, to discuss Department matters and to ensure that the Department works as a team. Minutes of these meetings to be sent to the Deputy Head.
- To be responsible for the selection of text books and teaching materials, and the methods of teaching used by members of the Department.
- To be accountable to the Head of School for all budgeting within the Department, and the implementation of Health and Safety Policies within the area.
- To be responsible for the furniture and fabric within the Department.
- To set work for an absent member of the Department if he/she is unable to do so.
- To share in the appointment of new staff to the Department.
- To co-operate with other Departments in cross-curricular activities.

- To keep up-to-date with educational developments and changes within the subject area.
- To review examination results within the Department and implement remedial action when necessary.
- To ensure that base-line data is being used to monitor, and where possible improve, performance of the Department and the students within it.
- To present examination results to the Deputy Head and discuss them as requested.
- To organise and direct (as appropriate) the teaching of Mathematics across the curriculum.
- To develop and organise appropriate policies, plans, materials and schemes of work.
- To manage and be responsible for Science facilities and resources.
- To ensure that data is used effectively as useful measure of progress and always accompanied with a deep understanding of the pupils as individuals.
- To identify appropriate accreditation opportunities and prepare and enter students for examinations.

The duties in this job description will be carried out in accordance with Part IX of the School Teachers' Pay and Conditions Document 2000, or any subsequent document which may succeed the 2000 document.

MAIN RESPONSIBILITIES:

A Assist senior leadership with developing policy and practice

1. Assist the Senior Leadership Team with developing and implementing policy and practice which reflects the school's commitment to high achievement, effective teaching and learning.
2. Use assessment and other data effectively to identify students who are underachieving in the subject and, where necessary, create and implement effective plans for action to support those students.
3. Analyse and interpret relevant national, local and school data, plus research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods.
4. Establish with the support of the Senior Leadership Team – Curriculum short, medium and long term plans for the development and resourcing.
5. With the support of the Senior Leadership Team monitoring the progress made in achieving, subject plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement.

B Teaching and Learning

1. To teach throughout the school, ensuring curriculum coverage, continuity and progression for all students, including those of high ability and those with special educational needs other than emotional and behavioural difficulties, or linguistic needs.
2. Ensure effective teaching of whole classes, and of groups and individuals within the whole class setting, so that teaching objectives are met, and best use is made of teaching time.
3. Establish and maintain a purposeful working atmosphere and set high expectations for students' behaviour.
4. Ensure effective development of student's literacy, numeracy and information technology skills through the subject.
5. With the support of the Senior Leadership Team establish and implement clear policies and practices for assessing, recoding and reporting on student achievement, and for using this information to recognise achievement and to assist students in setting targets for further improvement.
6. Ensure that information about students' achievements in previous classes and schools is used effectively to secure good progress in the subject.
7. Establish clear targets for student achievement, and evaluate progress and achievement in the subject by all students, including those with special educational needs other than emotional and behavioural difficulties, and those with linguistic needs.

8. Work with the SENCo and any other staff with special educational needs expertise, to ensure that individual education plans are used to set subject-specific targets and match work well to students' needs.
9. To be responsible for ensuring that termly reports are completed in line with the calendared reporting cycle.
10. Establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about the curriculum, attainment, progress and targets.
11. Develop effective links with the local community, including business and industry, in order to extend the subject curriculum, enhance teaching and to develop students' wider understanding.

C Leading and Managing Staff

1. Help staff to achieve constructive working relationships with students.
2. Establish clear expectations and constructive working relationships among staff involved with the subject, including team working and mutual support; developing responsibilities and delegating tasks as appropriate and evaluating practice.
3. Sustain their own motivation and, where possible, that of other staff involved in the subject.
4. Ensure that all support staff are fully prepared for each lesson and are deployed with the necessary understanding to successfully support student progress.

D Efficient and effective deployment of resources

1. Evaluate the resource needs for the subject and advise the Senior Leadership Team of likely priorities for expenditure.
2. Ensure the effective and efficient management and organisation of learning resources including information and communications technology.
3. Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside school.
4. Use the classroom to create an effective and stimulating environment for the teaching and learning of the subject.
5. Ensure that there is a safe working and learning environment in which risks are properly assessed.

E To undertake pastoral and behavioural management responsibilities

1. By undertaking pastoral and tutorial responsibilities for a group/class of students.
2. By ensuring that support for the behaviour management of students is consistent with the school's policies and programmes.

3. By contributing to activities which will provide opportunities for students' social and cultural development.
4. By setting a good example to the students, through their presentation and their personal and professional conduct.

F To contribute to the corporate responsibilities of the senior leadership team

1. In planning school policies, curriculum provision and support, and the monitoring and evaluation of learning, achievement and students' progress.
2. To undertake any other duties and responsibilities which are consistent with the grade and expertise required of the post holder as may be required from time to time.
3. To ensure the development and progression of equality within the sphere of responsibility of this job description and the fair and equal treatment of all students, parents/carers, staff, other personnel in the school or working with the school.

Safeguarding Children

CONTEXT:

All teaching staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Development Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a busy pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.

This post will be exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority.

The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment'.

PERSON SPECIFICATION

HEAD OF SCIENCE

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected

Desirability (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.			
Attributes	Essential	Desirable	Source
Education/Qualifications	Qualified teacher.	Experience of teaching students with SEMH. Attendance on courses related to SEMH.	Application form and certificates
Experience	Current experience of teaching Science in KS3 and / or KS4. Responsibility for curriculum development	Evidence of 'Outstanding' teaching. Evidence of involvement in defining curriculum direction.	Application form
Skills/Knowledge/Aptitude	Ability to plan, monitor, evaluate and review. Ability to motivate students with challenging behaviour. Proven ICT skills Excellent written and oral skills. Proven team player. Excellent communication skills.	Knowledge of target setting and data analysis. Ability to identify barriers to learning.	Application form/ Interview Application form/ Interview Application form/ Interview Application form/ Interview Application form/ Interview
Motivation	Imaginative approach to the education of SEMH students. Promotion of positive behaviour strategies and constructive handling of problems.	Interests other than education. Commitment to further professional development.	Interview Interview

Other Requirements	Commitment to raising standards.	Adaptable and versatile approach.	Interview
	Commitment to the school, its students and other stakeholders.	Flexibility.	Interview
	Ability to relate to people at all levels.	Valid driving licence and means of private transport.	Interview
	Caring and understanding.	Valid driving licence and means of private transport.	Interview
	Energy, enthusiasm and perseverance.		
	Self-confidence.		
	Reliability and integrity.		
	Sense of humour.		
	Ability to work to deadlines		
	Good health and attendance record.		

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable any applicant with a disability (as defined under the Act) to meet the requirements of the post.

The job-holder will ensure that school policies are reflected in all aspects of his/her work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)
- (iv) Code of Conduct