**READING GIRLS' SCHOOL JOB DESCRIPTION**

| | |
|---|---|
| **Post Title:** | **Head of Science** |
| **TLR Focus:** | ▪ on teaching and learning<br>▪ exercise of professional skills and judgement |
| **Main Purpose:** | ***To provide leadership and management of the department to secure high quality teaching, and the effective use of resources to maximise the learning and achievement of all pupils.*** |
| **Reporting to:** | **Principal** |
| **Responsible for:** | Teaching staff and other relevant personnel within the department. |
| **Accountability:** | **<u>Leading, managing and developing Science</u>**<br>▪ Co-ordinate strategies to achieve identified school improvement priorities<br>▪ Evaluate and report on the effectiveness of practice in subject suggesting areas and strategies for improvement<br>▪ Lead professional development through example; support and co-ordinate the provision of professional development for staff.<br>▪ Use financial and resource management innovatively and wisely<br>▪ Build effective links with relevant groups in order to develop Science<br>**<u>Impact on educational progress beyond assigned pupils</u>**<br>▪ Promote the importance of raising achievement across the subject<br>▪ Actively monitor and follow up pupil progress. Monitor & evaluate assessment data to identify trends in pupil performance and issues for development.<br>▪ Use intervention strategies to address identified areas and evaluate the effectiveness in raising standards<br>▪ Identify quantifiable and challenging pupil progress objectives with teachers within their performance management objectives.<br>▪ Support teachers in planning appropriate strategies to achieve pupil progress to reach or exceed targets<br>▪ Encourage pupils' motivation and enthusiasm in subject developing positive responses to challenges and high expectations.<br>▪ Ensure that appropriate differentiated targets are set and monitored for SEN pupils. |
| **Accountability:** | **<u>Leading, developing and enhancing the teaching practice of others</u>**<br>▪ Disseminate examples of effective planning; monitor and evaluate the planning of others, providing constructive feedback on a regular basis.<br>▪ Ensure that teachers make provision for inclusion of all pupils in their planning<br>▪ Observe colleagues teaching and provide feedback to bring about further improvement<br>▪ Ensure that feedback from lesson observation, work scrutiny and analysis of assessment data is reflected in departmental planning<br>▪ Coordinate/monitor the deployment of teachers, support staff and other adults to ensure effective contribution to pupils' learning |
| **Liaising with:** | ▪ Principal/Senior Assistant Principal/Assistant Principals, other Heads of Department, Heads of Learning, and relevant staff, teaching and non-teaching support staff, LEA, parents.<br>▪ Assistant Principal to ensure that staff development needs are identified and programmes are delivered to meet them. |

| | |
|---|---|
| **Quality Assurance** | ▪ To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department<br>▪ To seek/implement modification and improvement where required<br>▪ To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the School Improvement Plan. |
| **Recruitment of Staff** | ▪ To participate in the interviews for teachers when required and to ensure effective induction of new staff in line with school procedures.<br>▪ To fully participate in the school's ITT programme as required. |
| **Management of Information:** | ▪ To identify and take appropriate action on issues arising from data, systems and reports.<br>▪ To produce reports on examinations performance, including the use of value added data.<br>▪ To provide the Governing Body with relevant information relating to the departmental performance and development. |
| **Communication:** | ▪ To ensure that all members of the department operate in line with its aims and objectives.<br>▪ To ensure effective communication/consultation as appropriate with the parents of pupils.<br>▪ To liaise with partner schools, higher education, industry exam boards, awarding bodies and other relevant bodies as needed.<br>▪ To represent the Departments views and interests at meetings |
| **Management of Resources:** | ▪ To manage the available resources of space, staff, money, and equipment efficiently within the limits, guidelines and procedures.<br>▪ To work with the timetabler in order to ensure that the department's teaching commitments are effectively and efficiently time-tabled and roomed. |
| **Teaching:** | ▪ Under the reasonable direction of the Executive Headteacher/Principal to carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).<br>▪ To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum:-<br>o work with regard to the School Improvement plan<br>o support a designated curriculum area as appropriate. |
| **Personal Responsibility:** | ▪ To implement agreed school policies including those relating to Race Equality, Equal Opportunities and Health & Safety.<br>▪ To attend training and meetings as necessary.<br>▪ To play a full and active part in activities related to the continuing improvement and prosperity of the school |
| **Additional Duties:** | ▪ To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils to follow this example. |

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.