

THE MARCHES ACADEMY TRUST

POST TITLE:	Director of Science
GRADE:	MPR/UPR + TLR 1b
HOURS OF WORK:	1.0fte
POST STATUS:	Permanent

INTRODUCTION

Vision and Values - Our Vision – ‘Achievement Through Caring’

We believe: Successful creative lifelong learners participate in a journey of self-discovery. They know how to learn, acquire skills and feel safe to take risks with confidence and courage.

We offer:

- ❑ A supportive environment with an experienced team where you will be invested in and valued
- ❑ A varied and exciting role – building relationships with a range of colleagues across the Multi-Academy Trust
- ❑ A varied day with different experiences and challenges
- ❑ A Talent Pathway that offers you continued professional development and learning for you as an individual

PURPOSE

To ensure quality first teaching gives every child the skills to achieve in a caring environment.

RESPONSIBLE TO

Head Teacher, Deputy Head, Assistant Head.

RESPONSIBLE FOR

All teaching and non-teaching staff attached to the Department.

DUTIES

The Conditions of Employment of School Teachers (Schedule 3) specifies the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

MAIN ACTIVITIES TO THE PARTICULAR DUTIES:

- ❑ To teach at KS3, KS4 and KS5.
- ❑ To contribute to other areas of the curriculum as and when necessary.
- ❑ To lead and manage the delivery Science across the curriculum.
- ❑ To establish Departmental aims and objectives and state them in the Departmental Handbook.
- ❑ To review, evaluate and develop curriculum materials, procedures and strategies to meet these objectives.
- ❑ To define with team members the skills, techniques and concepts to be taught.

- ❑ To work with team members to ensure they feel confident to support pupils.
- ❑ To work towards the appropriate differentiation of the curriculum so as to meet the needs of all levels of pupil ability.
- ❑ To develop structures to facilitate progression and continuity in terms of cross phase work.
- ❑ To contribute as appropriate to work involving cross curricular themes.
- ❑ To promote teaching and learning styles which stimulate pupil interest and involvement in learning.
- ❑ To promote links between subject area and learning environments, including those outside the school (eg museums, theatres, libraries etc).
- ❑ To ensure I.T. is integrated in the curriculum.
- ❑ To ensure the implementation of the school's homework policy.
- ❑ To establish appropriately high levels of expectation by setting down clear guidelines for establishing good standards of behaviour and achievement within the Department, including the careful presentation of work and the care of books and equipment.
- ❑ To establish procedures for the monitoring and recording of progress, which include the active participation of pupils, and involve the passing on of records from year to year.
- ❑ To write diagnostic reports and annual reviews as appropriate.
- ❑ To assist with recruitment and appointment.
- ❑ On an annual basis to deploy staff within the Department and ensure that all staff are allocated tasks to be completed in each academic year. These tasks should relate to both the standard business of the department and departmental priorities.
- ❑ To make detailed arrangements for the induction of **all** newly appointed staff (teaching and non-teaching).
- ❑ To contribute to a programme of guidance and support for NQTs.
- ❑ To support ITT work within the school.
- ❑ Actively to promote the professional development of all staff within the Department and to discuss, on at least an annual basis, each team member's staff development needs.
- ❑ To encourage team work and good morale.
- ❑ To organise workshop activities and meetings that enable discussion and development of the curriculum and to encourage staff to become more reflective and informed about their classroom practice.
- ❑ To oversee and evaluate the work of staff within the Department including:
 - Observation of lessons and non-teaching tasks
 - Checking of books, records and assessments
 - Contribution to performance management
- ❑ To establish an effective structure for Departmental consultation, communication and evaluation including meetings, working groups and information bulletins as appropriate.
- ❑ To ensure that annually the Departmental team devises a Development Plan outlining priorities and allocating tasks and responsibilities to specific members of staff.
- ❑ Attend weekly Line Manager meetings.
- ❑ Oversee writing and updating of pupils on School Action and School Action Plus and Individual Education Plans.

RESOURCES AND ACCOMMODATION

- ❑ To establish and maintain, through forward planning, appropriate resources for the subject or curriculum area.
- ❑ To allocate resources and accommodation within the Department to meet curriculum objectives.

- ❑ To make arrangements for recording and checking of stock.
- ❑ To lay down standards for the proper care of accommodation, furniture and equipment; and to enhance the learning development through the effective display of pupils' work and other materials.
- ❑ To incorporate a wide range of resource materials into the curriculum, including I.T. software.

COMMUNITY RESPONSIBILITIES

- ❑ To ensure effective dialogue with parents in accordance with school policies.
- ❑ To work closely with partner primary schools and post-16 institutions.
- ❑ To liaise with external agencies and employers as necessary.

WHOLE SCHOOL ROLES AND RESPONSIBILITIES

- ❑ To be a member of the Central Policy Group.
- ❑ To ensure that there is a Department Handbook.
- ❑ To ensure that a Departmental Development Plan contributes to the Whole School Development Plan.
- ❑ To support whole school activities that benefit the whole community (eg school concerts, shows, sports events, primary link projects).
- ❑ To ensure the Department is represented in any working groups on whole school initiatives.
- ❑ To ensure that the Department's work is displayed and promoted in the school and community as appropriate.
- ❑ To participate in the implementation of the School Behaviour and rewards Policy.

STAFF DEVELOPMENT

- ❑ To take part in the Academy's staff development programme by participating in arrangements for further training and professional development
- ❑ To continue personal development in relevant areas including subject knowledge and teaching methods
- ❑ To ensure effective and efficient deployment of classroom support
- ❑ To contribute to the delivery of relevant training programmes
- ❑ To work as a member of the department team to contribute to positive effective working relationships within the Academy Trust

SAFEGUARDING

Everyone within our Academy Trust shares the objective to help keep children and young people safe by contributing to:

- ❑ Providing a safe environment for children and young people to learn in an education setting and identifying those who are suffering or likely to suffer significant harm, taking appropriate action with the aim of ensuring they are kept safe both at home and within the education setting

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

“This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.”

Note: The Marches Academy Trust Schools are a designated no smoking workplace. There is an expectation that staff maintain a professional dress code and that ID badges will be worn and will be on show.