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**Trinity**

**Job Description Head of Science**

**Plus TLR 2A Department Leader**

*“With you is Wisdom, she who knows your works, and was present when you made the world. Send her forth from the holy heavens; from the throne of your glory send her. That she may work at our side and that we may learn what is pleasing to you. For she knows and understands all things, she will guide us wisely in our actions and guard us with her glory”*

*Wisdom 9: 9-11*

**As a church school it is our vocation, moral obligation and delight to provide the best possible education for each pupil within a Christian community.**

**All leaders will:**

•     Model Trinity values to all staff, parents and pupils

•    Ensure that the Senior Leadership Team live a Trinitarian life in all aspects of its work: joyful, dynamic and challenging

•    Lead learning by being outstanding models of learners and teachers

•   Foster the school’s inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability

•   Share direct accountability for making the school outstanding in every area

•   Take responsibility for their own learning and development as educational professionals and as human beings

•    Share responsibility for creating an all through school and ensuring the life of the school is consistently outstanding across both phases

•    Develop the skills and talents of other members of the community

•    Ensure their own well-being and that of others by establishing an appropriate balance between life and work

•    Lead, plan, manage and develop specific aspects of the school in order to promote the highest possible standards

•    Play an active part in the life of the school and its community leading and supporting staff and pupils and representing the school at public events

•    Developing social cohesion and positive links with the whole of our local community

•    Adhere to the school community’s standards, policies, systems and procedures in relation to pupils, health and safety, personnel and financial management.

•   Agree annual performance targets with the Headteacher, with a view to own continuous improvement

•    Undertake any other duties that may reasonably be required by the Head Master.

**Purpose**

**Aim: To ensure that outcomes in Science are outstanding**

**Being the lead professional/champion for the subject**

* To be an active member of the school’s Academic Board and to set the direction of the development of Teaching and Learning throughout the school
* To work closely with Governors as required to set the strategic direction of the school
* To be active in the development and implementation of policies that ensure rigorous accountability in all areas of the school’s work
* To ensure that the Senior Leadership Team are fully informed of issues relating to the implementation of the School Improvement Plan that relate to the post holder’s work
* To raise standards of pupil attainment and achievement within the whole curriculum area and to monitor and support pupil progress.
* To be accountable for pupil progress and development within the cluster of subjects.
* To develop and enhance the teaching practice of others.
* To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Head Teacher
* To be accountable for leading, managing and developing the subject/curriculum area.
* To manage and deploy teaching/support staff, financial and physical resources within the curriculum area effectively to support the curriculum area development plan.

**Reporting to:** member of Leadership Team

**Responsible for:** Teaching staff and other relevant personnel within the curriculum area

**Liaising with:** Head/Deputies/Assistant Heads, other Curriculum Leaders, Pupil Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LA staff, and parents, pupils

**MAIN DUTIES**

**Operational/ Strategic Planning**

* To develop and review syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the curriculum area.
* To oversee day-to-day management, control and operation of course provision within the curriculum area, including effective deployment of staff and physical resources.
* To actively monitor and follow up pupil progress
* To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety
* To work with colleagues to formulate aims, objectives and strategic plans for the curriculum area which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the school.
* To foster and oversee the application/appropriate use of ICT in the Curriculum area.
* To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Curriculum area are in-line with national requirements and are updated where necessary, liaising with the Premises Manager.

**Curriculum**

* To liaise with the SLT to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.
* To innovate and encourage innovation in curriculum and pedagogy, supported by the SLT.
* To be accountable for the development of the curriculum area’s curriculum.
* To keep up to date with and respond to national developments in the subject area and teaching practice and methodology.

**Staff Development:**

**Recruitment/ Deployment of Staff**

* To work with the CPD Coordinator to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. This to include meeting performance management targets.
* To be responsible for the efficient and effective deployment of the curriculum area's support staff.
* To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated curriculum area.
* To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the curriculum area, liaising with the cover supervisor/relevant staff to secure appropriate cover.
* To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
* To promote teamwork and to motivate staff to ensure effective working relations.
* To participate in the school’s ITT programme.
* To be responsible for the day-to-day management of staff within the designated curriculum area and act as a positive role model.
* To ensure that all statutory processes/induction for NQTs are completed correctly

**Quality Assurance:**

* To establish the process of the setting of targets within the curriculum area and to work towards their achievement, through rigorous line management including evidence based monitoring.
* To establish common standards of practice within the curriculum area and develop the effectiveness of teaching and learning styles, e.g. through lesson observation; work scrutiny; pupil achievement and monitoring and evaluating impact of curriculum area’s practise. To seek/implement modification and improvement where required.
* To ensure that the curriculum area's quality procedures feed into the requirements of curriculum areas self evaluation and the curriculum area improvement plan.
* To produce an annual examinations analysis and curriculum area review for all internal and external exams as part of the school’s self-evaluation cycle and develop an action plan to address the issues.
* To ensure all exam syllabi are appropriate to the needs of, and are sufficiently challenging to the needs of all pupils.
* To observe the quality of lessons as required and to deliver appropriate feedback

**Management Information:**

* To ensure the maintenance of accurate and up-to-date information concerning the curriculum area on the management information system.
* To analyse and evaluate, with the department, performance data provided and take appropriate action in response.

**Communications:**

* To ensure that all members of the curriculum area are familiar with curriculum areas aims and objectives within the framework of the School Improvement Plan.
* To disseminate information from of the Curriculum Leaders
* To ensure effective communication/consultation as appropriate with the parents of pupils.
* To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
* To represent the curriculum area’s views and interests.
* To take full account of the views of learners

**Management of Resources:**

* To manage the available resources of staff, finance, space and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the curriculum area budget.
* To work with the Bursar and with admin support to ensure curriculum area’s finances are in order
* To work with the Deputy Head in order to ensure that the Curriculum area's teaching commitments are effectively and efficiently time-tabled and roomed.

**Trinity System:**

* To be familiar with the School’s Child Protection Policy and to report concerns to the designated Child Protection Officer.
* To ensure the Behaviour Management system is implemented in the curriculum area so that effective learning can take place.
* To monitor and support the overall progress and development of pupils within the curriculum area.
* To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
* To contribute to PSHEE, citizenship, enterprise and other cross-curricular issues according to school policy.

**Teaching:**

* To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
* To be a role model to other members of the curriculum area modelling excellent practice

**Other Specific Duties**:

* To play a full part in the life of the school community, to support its Christian mission, and policies and to encourage and ensure staff and pupils follow this example.
* To continue personal professional development as agreed.
* To engage actively in the performance review process.
* To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate.
* To undertake any other duty as specified by the current School Teachers’ Pay and Conditions Document not mentioned in the above.
* To update the departmental Self Evaluation Form
* To create and maintain the Departmental Improvement Plan
* To undertake First Aid Training

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.