

The Gainsborough Academy Job Description

POST TITLE	Director of Science
The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
SCALE	MPR / UPR plus TLR or equivalent leadership scale, with additi responsibility, may be available to an outstanding candidate.
PURPOSE OF THE JOB	To lead the Science Faculty; oversee staff development within the faculty and ensure outstanding pupil progress.
RESPONSIBLE TO	Principal
RESPONSIBLE FOR	Head of Department & Faculty
The Gainsborough Academy recognise and value continued professional development and as such training opportunities will be made available as appropriate.	

EMPLOYMENT DUTIES

Key Responsibilities:

- To be fully accountable for the outcomes within the department across all cohorts and ensure plans are put in place and fully actioned to drive standards upwards.
- To lead the Science Faculty; oversee staff development within the faculty and ensure outstanding pupil progress.
- To assist with transition at KS2 to KS3, supporting our local primary schools.

Teaching and Learning:

- To raise the standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To be responsible for monitoring students' progress by academic tracking and data analysis.
- To be accountable for student progress and development within the subject area.
- To develop and enhance teaching practices.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students.
- Promote excellence in teaching and learning to ensure all pupils develop their potential.
- Exemplify the skills of teaching and learning as typified by lead professionals and assist in ensuring that the good practice is shared.
- Ensuring the schemes of learning are used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning.
- Ensure the delivery and development of the curriculum is effective and meets the needs of pupils.
- To be accountable for the development and delivery of Science
- To undertake an appropriate programme of teaching in accordance with the duties of this post.

Leadership and Management of staff:

- Work with the Principal, SLT and other stakeholders to ensure that staff development needs are identified and that appropriate training is provided to improve performance.
- Develop, motivate and train members of the Science faculty, providing clear expectations of their role.
- Identify the training needs of self and others, ensuring that all staff are active in the meeting of their own personal and professional development.
- Participate in recruitment, support and monitoring of new staff and teacher training students within the Science faculty.
- To be responsible for the curriculum planning within the faculty, ensuring it meets any statutory requirements, and the courses taught reflect the needs of our students.
- To review, update and report to the leadership team through the faculty SEF and action

plan on the standards of leadership, and teaching and learning in Science.

- Undertake performance development of the subject area lead.
- Promote team work and motivate staff to ensure effective working relationships.

Curriculum Provision:

- Liaise with the Principal and SLT to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy's and Faculty's Improvement plan.
- To be accountable for the development and delivery of Science

Curriculum Development:

- To lead curriculum development for the whole faculty.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Principal to consider accreditations with the relevant examination and validating bodies.
- To be responsible for the development of key skills in Science

Cross Curricular:

- Act as a consultant to other faculties on matters relating to Science
- Lead evaluation strategies in Science to contribute to overall academy self-evaluation.

Communication:

- Ensure all members of the faculty are familiar with its aims and objectives.
- Effectively communicate with all stakeholders including parents.
- Develop effective subject links with other academies, primary schools, examination boards and all other relevant bodies.
- Represent the Academy's view and interests.

Professional Standards:

- Support the ethos, vision, principles and values of the Academy.
- Treat colleagues, students and all members of the community with respect and consideration.
- Treat all students fairly, consistently and without prejudice.
- Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.
- Support the aims of the Academy through attendance and participation in events.
- Support the ethos of the Academy by upholding the code of conduct, uniform rules, etc.
- Take responsibility for own professional development and participate in arrangements as adopted by the Academy for the assessment of his/her performance and that of other teachers.

- Reflect on own practice as well as the practices of the Academy with the aim of improving all that we do and achieving excellence.
- Read and adhere to the various policies of the Academy and implement Academy Improvement Plans.
- Participate in the development and management of the Academy by attending various meetings.
- Undertake duties that may be reasonably assigned to them by the Principal.
- Undertake professional duties that may be reasonably assigned to them by the Principal.
- Be proactive and take responsibility for matters relating to health and safety.

Quality Assurance:

- To ensure the effective operation of quality control systems.
- To establish the process of the setting of targets within the faculty and work towards their achievement.
- To establish common standards of practice within the faculty and develop the effectiveness of teaching and learning styles in all subject areas within the faculty.
- To contribute to the Academy procedures for lesson observations and learning walks.
- To implement academy quality assurance procedures and to ensure adherence to those within the faculty.
- To monitor and evaluate the faculty including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.

Management Information:

- To maintain accurate records and keep up-to-date information concerning the faculty.
- To make use of analysis and evaluate performance data provided.
- Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing deadline progress on actions taken.
- To produce reports on examination performance.
- Provide the Local Governing body with relevant information relating to the Science Faculty's performance and development.
- To produce reports for the Principal, SLT and Governors.
- Update the relevant sections of the SEF with requested information.

Staff Development:

- Promote teamwork and to motivate staff to ensure effective and timely input into all academy communication methods.
- Act as a professional role model.
- Provide training to staff; establish clear protocols; manage use of software (e.g. survey monkey) to gather stakeholder views.

Additional Duties:

- To play a full part in the life of the Academy's community, to support its distinctive values and ethos and to encourage and ensure staff and students to follow this example.
- Any other duties as required by the Principal commensurate with the grade.

Other Specific Duties

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description. You will occasionally be expected to attend meetings and events that are held during evenings and weekends. You are expected to work flexibly to fulfil your responsibilities and meet the needs of the Academy

This job description is current, it will be reviewed regularly, it may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Management Team.