



## Job Description Assistant Head of Science Faculty Sept 2019. TLR2c

### **Science Faculty Outline**

This position arises at a time of exciting change in the Science Faculty. The current Head of Faculty has gone on to a leadership role in China and the current second in charge of the faculty has left to pursue her career development more locally. A new Head of Faculty was recently appointed and we would like to bolster this appointment with the appointment of a dynamic Assistant Head of Faculty who will be the second in charge of a faculty of eleven exceptionally committed teachers, one learning support assistant and four specialist technicians.

Birchwood's Science faculty is fully staffed and there is a strong focus on great whole class teaching supplemented by highly targeted and effective intervention for key students. The teaching team is supported by a team of first-rate Science technicians who help to ensure that, wherever possible, our students discover a love of science through practical exploration and experimentation rather than just through PowerPoint & textbook.

Birchwood Science students have performed above the national average in 2017 and 2018 at GCSE and there is a strong take-up at A-Level where results are similarly positive. In the Science Faculty, as with the wider school, there is a strong trajectory of improvement that was recognised in our most recent Ofsted visit.

The particular challenges that we face are common to many Science faculties. We have more Biology specialists than Chemistry or Physics specialists but we do have expertise in all three areas. Where teachers need extra training to teach outside of their specialism this is provided both internally and externally. Members of the senior leadership team assist the faculty in supporting individual teachers who want to improve their practice and this will continue.

The Science faculty at Birchwood work tirelessly to support not only the students but also each other. The successful applicant will no doubt have their own vision and strategies and they will join a team of staff and students who are ready, willing and able to be led by them on the next part of the Birchwood Science journey.

This is, therefore, an exciting opportunity for someone who is currently a successful second in Science or who would like to make this next step in their career. It will provide the ideal training ground for a faculty leadership role in the near future and we will do everything we can to provide you with the CPD necessary to make this step.

We look forward to hearing from you.

### **Person Specification**

#### **Essential**

- Qualified teacher status with relevant Science Degree
- Strong subject knowledge and passion for all aspects of Science

- A commitment to all-ability mixed 11-18 education
- The desire and drive to close gaps for Disadvantaged and SEND students
- A drive to further develop Post-16 Science and University-related degrees
- Evidence of leadership experience in current school
- Experience of school improvement – we value candidates from improving schools
- Excellent inter-personal skills
- Effective use of initiative and independence
- Well-organised and ability to self-manage with strong IT skills
- Humility and self-reflection

### **Desirable**

- Post-Graduate qualification or experience (Masters' degree / NPQSL / Examiner at GCSE/ A-Level)

### **Job Description**

The Assistant Head of Science Faculty will be primarily responsible for supporting the Head of Faculty in leading and managing their curriculum area. He/she will work closely with the Head of Faculty on agreeing respective areas of responsibility and then working on the necessary actions in order to keep improving standards.

Responsibilities may include:

### **Quality of Learning**

- Implementing the Faculty's School Transformation and Development Plan (STDP)
- Implementing and monitoring the quality schemes of work throughout the faculty
- Checking that Assessment Recording & Reporting policies are in place
- Monitoring student achievement through classroom observation, moderation and analysis of outcomes
- Developing curricular bids to facilitate learning in the faculty
- Aiming to establish appropriate resources
- Over-seeing progression and continuity throughout key stages

### **Supporting Staff**

- Supporting a large fully-staffed team of Science Teachers and Lab Technicians
- Development of faculty specific strands within the (STDP)
- Organisation of regular meetings to disseminate information and provide opportunity for team members to discuss issues
- Checking that staff who teach within the subject areas are provided with a SoW that shows progression and continuity. The Assistant Head of Faculty should also check to see that staff have access to a range of resources from which to teach.
- To implement subject specific strands relevant to the School Transformation and Development Plan (STDP)

### **Ethos and Environment**

- To adhere to Health & Safety procedures as detailed in H&S policy
- To follow risk analysis procedures
- To conduct faculty premises audit

- To check that classrooms, corridors and displays are of a high quality

### **Deployment of Resources**

- To devolve capitation and resources in a fair and equitable manner
- To monitor levels of consumables
- To implement new resources in accordance with the (STDP)