

**The Mountbatten School**

**Deputy Head of the Science Faculty**

**TLR 2b**

**Job Specification**

We are seeking a Deputy Head of the Science Faculty to lead new initiatives and assist the Head of Faculty in developing the Faculty as a centre of excellence for teaching, learning, and extra-curricular enrichment.

We are looking for an outstanding classroom practitioner who is ambitious and passionate about playing a central role in driving up standards. You will be able to teach Science across all ages and abilities in the 11-16 context. You will have passion and enthusiasm and a deep understanding of how to inspire students to enjoy and participate in Science at all levels. You will be an effective team member with strong inter-personal skills, able to motivate and inspire both colleagues and students.

You will be able to lead new initiatives and curriculum development. You will be knowledgeable about developing research-based pedagogical approaches within the Science. You will play a key role in working with the Head of Faculty to secure improvements in student achievement. You will be committed to ensuring the delivery of high quality learning experiences to all students by undertaking quality assurance activities under the direction of the Head of Faculty.

Principal Responsibilities

1. To carry out the duties of a classroom teacher as detailed in the Conditions of Employment of Teachers in the School Teachers' Pay and Conditions Document.

2. To teach Science to the full range of ability from Years 7 to 11.

3. To play a full role in the development of appropriate specifications, materials and schemes of work; in assessment and monitoring of pupils; in the continuous up-dating, organisation and production of teaching resources.

4. To assist the Head of Science in the day to day running of the Faculty and to deputise when and where appropriate.

5. To develop and enhance the teaching practice of others.

6. To assist in the management of the improvement planning in Science and to ensure that the planning activities of the Faculty reflect the needs of the students and the aims and objectives of the school.

7. To monitor and support the overall progress and development of students as a manager/leader within the Science Faculty.

8. To be a form tutor of an assigned form and to carry out related duties in accordance with the general job description of form tutor.

Additional Specific Responsibilities

1. To deliver the Faculty's agreed Schemes of Work for Lower and Upper school with enthusiasm and with full commitment to the aims of The Mountbatten School and the Science Faculty. This will include sharing expertise with colleagues for the benefit of the school and its students and engaging the help and expertise of Special Needs for the benefit of all students.

2. To carry out all agreed School and Faculty policies.

3. To assist with the preparation of differentiated materials for students of all abilities.

4. To assist with the organisation of Science resources and assessment materials, which are used by several staff and to ensure that materials are readily available for use.

5. To keep up-to-date with curriculum developments in Science, participating in arrangements for further training and professional development as appropriate, and taking the opportunities offered to develop and maintain appropriate skills and methodological awareness.

6. To be responsible for an area of the curriculum, decided by negotiation with the post holder.

7. To support the Science Faculty in its endeavours to maintain its high standing and its degree of involvement by encouraging students’ involvement in faculty events in and out of school and by assisting with the development and production of visual displays.

8. To work with the Head of Science and SLT line manager to ensure that staff development needs are identified, that appropriate programmes are designed and to lead training as appropriate to meet such needs.

9. To contribute to the Appraisal process and act as a Team Leader for designated colleagues within the Faculty.

10. To promote teamwork and to motivate staff to ensure effective working relations.

11. To assist in the process of setting targets within the Faculty and to work towards their achievement.

12. To assist in the use and analysis and evaluation of performance data and in the production of reports on examination performance, including the use of value-added data, within the Faculty.

General Duties

1. To maintain good discipline and control in all lessons. To be well acquainted with the school's Behaviour Policy and to use the discipline chain conscientiously and effectively as necessary.

2. To participate in appropriate meetings with colleagues and parents, relative to the above duties.

3. To ensure that the learning environment is kept in an orderly and tidy fashion.

4. To carry out a share of supervisory duties in accordance with published rosters.

5. To carry out any additional responsibilities as may be required by the Executive Headteacher.

Key Accountabilities in addition to those of a Main Scale Teacher

1. To support the Head of Science in robust self-evaluation and quality assurance of teaching and learning and make a significant contribution to improving the quality of teaching and learning within the team.
2. To support the development of assessment activities that support teaching and learning.
3. Where appropriate, to lead the development of initiatives within the Faculty.

Other duties that the Executive Headteacher may reasonably require.

January 2019