**WRIGHT ROBINSON COLLEGE**



**JOB TITLE DEPUTY HEAD OF SCIENCE FACULTY**

**SCALE/SALARY TLR 1a**

**RESPONSIBLE TO:** **Headteacher, Assistant Headteacher and Head of Faculty**

**MAIN RESPONSIBILITY**

To act as Deputy to the Head of Science and ensure the efficient organisation and management of the faculty, in the event of the postholder’s absence. This includes sharing responsibility for leading the faculty.

To be responsible for leading the development of teaching and learning across the Science Faculty to enable all students to make appropriate and satisfactory progress in this subject.

To line manage and develop the Year 7 and Year 8 Co-ordinators in the Science Faculty.

**MAIN CONTACTS**

Deputy Headteachers, Assistant Headteachers, Heads of Faculty, Heads of Year, Teaching Staff, Support Staff, parents and pupils.

**SPECIFIC RESPONSIBILITIES**

* + 1. To be responsible for leading the development of teaching and learning across science. To work with the Head of Faculty to lead ongoing programmes of CPD in science and provide support for staff to improve their pedagogy and students’ outcomes.
    2. To monitor the quality of teaching and learning across science. This will include the scrutiny of books, ensuring that work is regularly and thoughtfully marked and provides guidance on how to improve performance.
    3. To provide the Head of Faculty with an evaluation of the quality of teaching and learning in all year groups and contribute to the College’s self-evaluation process.
    4. To induct, train and monitor new staff within the science department, ensuring that they are familiar with procedures and have access to the relevant policies and schemes of work needed to enable them to teach effectively.
    5. To support ITT and NQT mentors within the department and provide training where required. To liaise with the Assistant Headteacher (teaching and learning) on all matters concerning new staff or trainees within the faculty.
    6. To have an overview of teaching and learning within science and agree any ITT timetables provided by mentors.
    7. To teach a range of classes and model good practice in teaching and learning.
    8. To liaise with the Head of Faculty and Assistant Headteachers on the deployment of teachers within science. To assist the Head of Faculty in the preparation of the science timetable.
    9. To monitor and line manage the year 7 and 8 co-ordinators within science and ensure that students are making good progress in these year groups. To support staff in implementing a range of improvement strategies in these year groups.
    10. To ensure that the medium term plans and schemes of work in years 7 and 8 are fit for purpose and in line with the expectations of the National Curriculum. To guide, lead and support the year 7 and 8 co-ordinators in their development of these schemes of work as required.
    11. To support and oversee the preparation of science internal examinations for year 7 and 8 students.
    12. To support the year 7 and 8 co-ordinators to ensure that student data in these year groups is analysed comprehensively and that intervention strategies are implemented as required to enable all students to make good progress.
    13. To ensure curriculum continuity between Key Stage 2 and 3 and Key Stages 3 and 4. This will require liaison with the various staff within the faculty.
    14. To ensure that teachers of science enhance their teaching through the use of ICT in lessons.
    15. To give advice to parents on how they can assist in improving their daughter/son (s) progress in science.
    16. To support the Head of Faculty in setting work during periods of staff absence (where work was not set and the absence was unknown) and monitor the quality of teaching where this absence is long term.
    17. To act as an appraiser for members of the science faculty.
    18. To carry out other responsibilities allocated that relate to improvements in teaching and learning across science

**GENERAL RESPONSIBILITIES**

A. These responsibilities are set out in the Staff Procedures and School Organisation Handbook for Wright Robinson Sports College Employees.

B. All duties and responsibilities are to be carried out in accordance with Part X of the School Teachers Pay and Conditions Document (relevant to the appropriate year) and Teachers Conditions of Service (Burgundy Book).

**STATEMENT ON EQUAL OPPORTUNITIES**

The Governing Body of Wright Robinson Sports College has adopted the City Council's policy on equal opportunities in employment and believes that all sections of the population should have equal access to jobs offered by the Governing Body. As such no applicant or employee will receive less favourable treatment than others because of their colour, creed, ethnic or national origin, disability, age, sex, marital status, sexuality, trade union activity or responsibility for dependants.