**Job Description**

**Head of Department - Science**

This job description must be operative within the context of, the Mission Statement of the school, the roles and responsibilities of staff as detailed in the staff handbook, TDA Professional Standards and the School’s Pay Policy 2018.

**Responsibilities & Accountability:**

* To produce all Schemes of Learning and Summative Assessments for the Department
* To quality assure and hold to account all staff within the Department and support them with improvements to practice through coaching
* To promote the welfare and continuing professional development of teachers within the department
* To conduct internal quality assurance of books and teaching in line with school policy
* To complete analysis and develop Action Plans as required based upon the data provided
* To complete reports on progress and performance as required and present them to SLT and Governors
* To coordinate intervention strategies as appropriate for underachieving students including contact with parents
* To ensure the learning environment is safe, orderly and engaging
* To manage the Department budget and ensure appropriate resources are available for all staff
* To complete all exam entries and ensure all exam board regulations are complied with
* To ensure all required data is submitted, accurate and used to inform planning and intervention
* To coordinate all required actions regarding events e.g. trips, reviews, inspections, Open Evening etc which affect the Department
* To induct and support all new staff and transient staff e.g. trainees, supply etc
* To Line Manage and Appraise other TLR postholders within the Department
* To apply school policies at all time
* To safeguard children at all times
* To lead department meetings and attend other meetings as required
* To be aware of and implement as required any changes with regards to the Science curriculum
* Any other duties reasonably requested by the Headteacher
* The ability to converse at ease with customers and service users and provide advice in accurate spoken English is an essential requirement of this post.

**Leadership and Management:**

* To attend all department meetings as required.
* To contribute to a team who understand their responsibilities and are consistent in the practice of school policies and procedures.
* To review and report, at least annually, on the standards of leadership, teaching and learning in the designated subject area consistent with the procedures in the school self-evaluation policy.
* To ensure regular progress updates to Senior Leadership Team in designated subject areas to ensure SLT is fully aware of all successes, issues and concerns of the subject areas.
* To attend meetings as determined by the Headteacher including Heads of Department meetings.
* To contribute to school liaison and marketing activities and the effective promotion of the school.
* To attend all CPD, as required.

**Quality of Teaching and Learning:**

* To agree, monitor and evaluate pupil progress targets within the subject so as to make a measurable contribution to whole school targets.
* To formulate, within overall school policies, departmental policies on assessment, recording and reporting and homework.
* To ensure the preparation of papers for internal examinations, the completion of coursework on time and to the appropriate standard, the submission of external examination entries.
* To adhere to the schools Teaching and Learning Policy.
* To liaise, where necessary, with outside agencies (eg examination boards).
* To comply with the School’s Assessment & Monitoring Policy and Reports Policy.
* To adhere to the School’s Marking Policy.
* To comply with the School’s Behaviour & Rewards Policy.

**Curriculum Development:**

* To support, facilitate and monitor the progress of the designated subject development plans to ensure they make a significant contribution to the School Development Plan.
* To participate, develop and manage activities relating to the curriculum.
* Ensure delivery of cross curricular initiatives.
* To be aware of curriculum development issues (local and nationally)

**Additional Information:**

 You are employed in the capacity of a teacher subject to, and with the benefits of, the conditions of employment set out, or referred to, in your letter of appointment and statement of particulars.

 This job description identifies exhaustively the responsibilities attached to your post. It is subject to the limits on working time set out in the current Teachers’ Pay and Conditions Document, in particular to those provisions whereby you may be required to be available for work under the Headteacher’s direction for 195 days per annum, of which 5 days will be without pupils and for not more than 1265 directed hours.

 This job description is subject to amendment from time to time within the terms of your conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment and only after consultation with you. The agreed Grievance Procedures may be invoked in any dispute arising from this job description or subsequent amendment, in which case teachers are advised to consult their Professional Association.