Job Description

POST: Assistant Director of Science

RESPONSIBLE TO: Director of Science

RESPONSIBLE FOR: Science Department

SALARY: TLR 1

PURPOSE:

To bring energetic and visionary leadership to the Science curriculum area. Working with the Director of Science, the Assistant Director will support high quality curriculum provision and effective teaching and learning within the curriculum area of Science.

PRINCIPAL ACCOUNTABILITIES

Strategic Direction and Development of Science

- Support the provision of establishing and maintaining policies and practices which promote high achievement through effective teaching and learning.
- Creating an environment where students and staff develop and maintain positive attitudes towards teaching and learning.
- Using data effectively to monitor and evaluate student progress; planning and implementing effective intervention to support all students to achieve highly.
- Promoting the literacy and numeracy within the Science curriculum.
- Analysing national, local and Academy data, research and inspection findings to inform curriculum area policies and practices, expectations and teaching methodologies and to report regularly to the Director of Science on progress and plans.
- Contributing, via the Director of Science, to the Academy Improvement Plan and establishing an effective subject Improvement Planning Cycle to meet Academy strategic priorities.

Teaching & Learning

- Support the provision of appropriate, challenging and differentiated Programmes of Study and ensure relevant Schemes of Work are in place for all Science teaching groups and related courses. Lead the provision and monitor the effectiveness at all key stages. Report and evaluate to the Director of Science.
- Support effective teaching of the subject through structured quality assurance and rigorous monitoring and evaluation of all aspects of teaching and learning through lesson observations, feedback to teaching staff, work sampling, student interviews and written reports to the Director of Science.
- Ensure teaching and learning objectives are clear to all members of the curriculum team.
- Ensure that teaching and learning initiatives and strategies developed by the Teaching and Learning group are delivered by all members of the curriculum team.
- Ensure effective development of students' literacy, numeracy and ICT skills within the subject
- Support the development of the curriculum to meet the needs of all students; introducing, planning and implementing new courses of study to meet 14-19 curriculum initiatives. Lead KS3 developments and ensure their implementation is fully monitored and evaluated. Report to Director of Science.
- Map progress of students regularly against prior attainment and local and national norms and identify students at risk of underachieving. Identify students that require intervention measures to support progression and put these measures in place. Monitor and evaluate effectiveness. Report to Director of Science.

Leading and Managing Staff

- Support line management of all members of the Science department and providing effective support, challenge, information and professional development for all staff within the subject area as necessary.
- Establish clear expectations and high standards of professionalism and collaboration across the subject.
- Collaborate with Department to provide structured support and assessment for NQT and trainees to enable them to meet the relevant professional standards
- Working in collaboration with the SENCO and SEN staff to ensure that the needs of students are met.

Efficient and Effective Deployment of Staff and Resources within the Maths Team

- Using appropriate resources, in consultation with the Director of Science, for effective, efficient and safe teaching and learning within the subject area; accommodation, staff, time, courses, development opportunities, ICT equipment.
- Creating an effective and stimulating learning environment for teaching and learning.
- Deploying accommodation to effectively meet the teaching and learning needs of the subject.
- Ensuring a safe working and learning environment through application of appropriate risk assessments

Teaching Commitment

- The post holder will be expected to teach in line with the Academy's generic teacher's job specification. However, some designated non contact time for leadership and management responsibilities will be made available.

Safeguarding Children

- Sirius Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

PERSON SPECIFICATION

KNOWLEDGE/EXPERIENCE/SKILLS/QUALIFICATIONS/MENTAL SKILLS:

1. Qualifications – Essential:

- Qualified Teacher Status
- An honours degree in Science or evidence of equivalent related to Science
- Evidence of relevant recent professional development

2. Knowledge – Essential:

- Outstanding subject knowledge in your area of specialism
- Secure understanding of what is required to secure effective teaching and learning
- Sound understanding of the strategies which help to raise students' attainment
- Knowledge and experience of harnessing the impact of new technologies
- An understanding of performance and contextual data as tools for improving standards of student achievement
- An understanding of up-to-date educational development nationally
- Understanding of the practical application of Equal Opportunities in an Academy context

Desirable

- An understanding of emotional literacy and developments to support learning and teaching

3. Experience – Essential:

- A proven track record of excellence in the classroom
- Experience of monitoring and evaluating teacher effectiveneness in relation to standards and outcomes
- Experience of working with other teachers and professionals to extend their understanding and effectiveness

Desirable

- Current successful experience of a leadership role within a school

4. Skills – Essential:

- A tangible passion and enthusiasm for Science
- A keen interest in developing the teaching of Science in an innovative and creative way
- Ability to use ICT effectively to support your professional role

INTERPERSONAL/COMMUNICATION SKILLS:

- Be a team player
- Ability to motivate and inspire staff and students
- Ability to use tact, diplomacy, sensitivity and good humour
- The ability to understand others and create trust
- Ability to coach colleagues to improve their performance
- Effective written and spoken communication
- Awareness of the need for attention to detail
- Ability to demonstrate personal and emotional resilience when working in a range challenging situations
- Personal commitment to extra curricular activities
- Good health and an excellent attendance & punctuality record
- Motivation to work with children and young people
- Commitment to safeguarding and promoting the welfare of children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.
- Willingness to undergo appropriate checks, including enhanced CRB checks.

Work Environment

a, Work Demands

High quality curriculum provision and effective teaching and learning within the curriculum area of Science. This may involve evening work (parent's evenings, meetings etc.).

b, Physical Demands

Endurance within a classroom setting, teaching students while standing, sitting, or walking throughout the classroom, use of educational aids (electronic whiteboards etc), and retrieval and use of materials.

c, Working Conditions

Working in a classroom educational setting.

d, Emotional Demands

The post holder will be at some risk working in an educational environment above. May be at risk of abuse and aggression from students, parents and carers.

Creativity and Innovation

The post holder will be required to re-schedule work where/when necessary in order to fit in with the working day of the Academy and ensure that all tasks are completed.

Contacts and Relationships
Director of Science Head of School SLT Staff Local Governing Body Community Parents Trade unions