

# Job Description

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| Head of Science |

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| **Responsible to:** | Agreed member of Senior Leadership Team |
| **Job purpose:** | To be accountable for the progress and achievement of pupils in Science |
| **Salary:** | **TLR 1b** |
| **Start Date:** | January 2020 or asap |

**Heads of Faculty are accountable to the Headteacher for standards of learning and teaching and for the management of staff within their area.**

*Note: The responsibilities outlined in this job description are in addition to the duties required of all teachers under Pay & Conditions of Service legislation and in addition to the generic job description for a teacher at
St Augustine of Canterbury Catholic High School. This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment after consultation with the postholder.*

**Subject leaders are expected:**

* To fulfil the role of a leading professional at all times.
* To be a reflective practitioner as a teacher and a leader.
* To demonstrate a positive and constructive attitude to change.
* To contribute to whole school improvement as a senior member of staff.
* To act as role models for less experienced staff.
* To lead and support the implementation of whole school initiatives.

**Specific responsibilities of the post of subject leader**

Leadership of learning:

* To provide strong and purposeful faculty leadership, both supporting and challenging staff.
* To raise standards of learning and the achievement of pupils in the subject in line with targets.
* To improve the quality of learning in the subject through a programme of structured monitoring and quality assurance processes.
* To ensure that schemes of work which meet national and school requirements are in place and that these are reviewed in the light of emerging pedagogy.
* To ensure that internal assessment is rigorous, meets school requirements and is focused on informing teaching.
* To ensure that subject staff are able to interpret and use data pertaining to their classes.
* To ensure that relevant and appropriate homework is set.
* To interrogate faculty data and monitor the effectiveness of intervention strategies employed by class teachers of underachieving pupils.
* To employ intervention strategies as and when necessary to tackle underachievement and ensure pupils achieve their potential.
* To provide exam analyses as required, using the results to feed forward into planning.

Leadership of teaching

* To be a role model for teaching and act as lead teacher.
* To improve the quality of teaching in the subject through an annual programme of structured monitoring and quality assurance processes including lesson observation, learning walks, pupil voice and work scrutiny.
* To ensure that procedures for rewards and sanctions are in line with school policy and that they are implemented consistently.
* To contribute significantly to developing subject specific skills and knowledge of staff.
* To draw on research and good practice to ensure that teaching in the subject area is at the cutting edge of professional practice.
* To model and lead initiatives within the subject.

Leadership of staff

* To set, monitor and review standards and expectations of work and behaviour in accordance with school policy.
* To agree, implement, monitor and review appropriate and consistent routines within the faculty.
* To delegate responsibilities to other teachers in the faculty appropriate to their career stage and in line with relevant professional standards.
* To maximise the performance of the faculty, ensuring that schedules and workloads for the year are planned and structured so that deadlines can be met and staff are enabled to manage their workload effectively.
* To manage the performance of staff in line with the school’s Performance Management Policy.
* To ensure that members of the faculty follow all school procedures and meet deadlines.
* To ensure that feedback and follow-up support are given to individual teachers in the subject area through monitoring processes.
* To lead faculty meetings which focus on teaching and learning.
* To provide guidance as to the appropriate professional development activities of staff, ensuring that activities are focused on raising standards.
* To be responsible for the coaching and mentoring of newly appointed teachers, NQTs and ITT students.
* To deploy staff within the faculty fairly and coach and guide less experienced teachers.

Management of resources

* To ensure that the learning environment within the subject area is stimulating, safe, well ordered and enhances learning.
* To ensure that all maintenance and safety issues are promptly reported.
* To draw up a capitation budget, monitor expenditure and adjust spending to keep within allocated capitation, ensuring best value for money at all times.
* To manage the work of support staff effectively.