

## **JOB DESCRIPTION**

<b>Job Title:</b>	Assistant Head of Department - Science
<b>School / Department:</b>	Valley Park School
<b>Base:</b>	Valley Park School
<b>Reports to:</b>	Head of Science
<b>Accountable to:</b>	Assistant Headteacher
<b>Pay Grade:</b>	TLR 2-2 (£4278)

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### **1. Employment Duties:**

As set out in the current School Contract having due regard to all Trust policies.

This school and all its personnel are committed to safeguarding and promoting the welfare of children and young persons.

### **2. Particular Responsibilities:**

- To lead by example, setting high standards of teaching, planning and feedback to meet the National Standards and school expectations.
- Implementing strategies to improve learning experience of all students including PP, SEN and EAL.
- To support the Head of Science, contributing to the leadership of the Science department and deputising where needed or directed.
- To undertake the duties of the form tutor as directed by the Head of Year and Senior Team.
- To be aware of the current research on teacher effectiveness, Pupil Premium and professional qualities (e.g. Rosenshine's Principles and the EEF).
- To share appraisals of colleagues within the Science department, being responsible for personal professional development according to the Appraisal Policy.
- Quality assure the work of the Science department. Complete book scrutinies and learning walks in order to implement better practices within the Science department.
- Ensure consistency of virtual learning across the department.
- Share data completion with Head of Department and analyse its accuracy.

- Develop capital culture, CREATE values, spirit and moral awareness within students.
- Develop resources that are specifically aimed to encourage raising attainment to students who are PP.
- Two copies of this job description should be signed, the teacher retaining one and the Headteacher the other.

**a. Data Protection**

- Work within the requirements of Data Protection at all times

**b. Safeguarding**

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**c. Equality and Diversity**

- The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Trust is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.

**3. Statement**

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that Valley Invicta Academies Trust maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

Signed:..... Date:.....