

# Goresbrook School

## Job Description



**Post:** Assistant Subject Leader - Science  
**Responsible to:** Subject Leader

### Main purpose of the post:

To develop and lead the exceptionally effective delivery of an outstanding curriculum to ensure all pupils make excellent progress in the given subject area.

### Specific duties:

#### Strategic direction and development of the department

- To work within the Middle Leadership Team to develop the overall direction of the department and school.
- To keep up to date with current issues in teaching and learning and in school improvement, and to share this with staff.
- To work in partnership with the SLT in the cycle of planning, implementation, review and evaluation of the Department Development Plan.
- To contribute to the setting of highly ambitious targets for pupils and staff, and to be accountable in their delivery within the department.

#### Teaching, Learning and Assessment

- To be an excellent role model for all staff in all aspects of classroom practice including lesson planning and delivery, homework, assessments and feedback.
- To lead the development of high quality teaching and learning in the department, in particular through coaching and training.
- To help to ensure that all the students are able to learn and make exceptional progress.
- To ensure that assessment and moderation processes lead to excellent learning for students, and meet all statutory and other requirements.
- To monitor progress and attainment across the department and use data to drive improvement.
- To seek ways of sharing good practice and to ensure dialogue about teaching and learning amongst all staff within the department.
- To communicate regularly with stakeholders including parents and other professionals within the school (e.g. SENDCO and SLT) about the progress of students in the department.
- To ensure a high quality learning environment exists throughout the department which celebrates success and reflects the values of Goresbrook.

#### Curriculum

- To lead the team in the creation and delivery of a rigorous curriculum through long, medium and short term planning that is rigorous, challenging and personalised.
- To use research and evidence to make choices about curriculum design.

- To organise and participate in exciting and motivating trips and events that enhance cultural capital and move learning forward.

### **Further Leadership Responsibilities**

- To share in and support the leadership of the school and to bring out the potential for leadership in others.
- To challenge and support others in developing professionally, both formally and informally.
- To act as a coach and/or line manager to staff where appropriate and to organise induction.
- To ensure own continuing professional development including attending training opportunities.
- To organise the day to day running of classes including the efficient management of school resources.
- To be able to stimulate students and colleagues through a positive, active and supportive attitude.
- To promote self-discipline, high standards of behaviour and positive attitudes on the part of all students and to implement policies and procedures to foster them.
- To rigorously monitor the impact of improvement strategies and refine as appropriate.

### **Culture**

- Support the school's values and ethos by contributing to the development and implementation of policies practices and procedures.
- Help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- Help develop a school culture and ethos that is utterly committed to achievement.
- To be active in issues of student welfare and support.
- Support and work in collaboration with colleagues and other professional in and beyond the school, covering lessons and providing other support as required.
- Plan and lead after school clubs on a regular basis.
- To participate in home visits where required.

### **Other**

- Undertake and when required, deliver or be part of the appraisal system and relevant training and professional development.
- Undertake other various responsibilities as directed by the Principal.

This document is considered to provide an outline of the areas that this role involves. This document does not preclude the post holder developing systems and structures not specifically mentioned but related to his/her broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken.

# Goresbrook School

## Person Specification

**Post:** Assistant Subject Leader Science  
**Responsible to:** Subject Leader

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• A good Honours Degree</li> <li>• Qualified Teachers Status</li> <li>• Relevant up to date experience teaching in UK schools</li> </ul>	<ul style="list-style-type: none"> <li>• Prepared themselves for the post through appropriate professional development</li> </ul>
<b>SKILLS &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Proven track record of outstanding teaching and learning</li> <li>• Have a relentless focus on high standards</li> <li>• Work on their own initiative and be part of a team</li> <li>• See tasks, plans and ideas through to completion</li> <li>• Think strategically but have an 'eye for detail'</li> <li>• Undertake complex, problem solving tasks such as data analysis</li> <li>• Communicate effectively in a wide variety of forms to a range of audiences</li> <li>• Excellent role model for oral and written communication</li> <li>• Total support and alignment with the strategic vision for the school</li> <li>• Skills that bring out the best in others of all levels of experience</li> <li>• To have a relentless focus on driving up standards and lead by example at all times</li> <li>• Can assimilate information quickly, and ability to work at pace</li> </ul>	<ul style="list-style-type: none"> <li>• Proven track record of outstanding middle leadership</li> <li>• Experience in coaching for improvement</li> <li>• Experience in leading and inspiring others</li> <li>• Experience of using emotional intelligence to manage change effectively</li> </ul>
<b>ATTITUDES</b>	<ul style="list-style-type: none"> <li>• Value the education of every student as equally important</li> <li>• Be committed to equal opportunities</li> <li>• Believe in students' entitlement to a broad, balanced and meaningful education</li> <li>• Be committed to high quality in all aspects of their work</li> <li>• Have a collaborative approach to partnership working</li> <li>• Have an understanding of school systems, timetabling, data tracking for students, development, planning and implementation</li> </ul>	

	<ul style="list-style-type: none"> <li>• The desire for personal improvement and skills to act on feedback</li> <li>• Recognise that it is the responsibility of leadership to provide active support and challenge to colleagues</li> </ul>	
QUALITIES	<ul style="list-style-type: none"> <li>• Live the values of 'growth, belief, team'</li> <li>• A highly professional approach to their work</li> <li>• The ability to thrive in a 'no excuses' culture</li> <li>• Great energy, enthusiasm and hope</li> <li>• A real drive to make things happen</li> <li>• A passionate desire to make a difference</li> <li>• Good sense of humour</li> </ul>	