



## Chosen Hill School

### JOB TITLE: Assistant Head of Faculty – Science

<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• To raise standards of student progress and attainment within the delegated curriculum phase (Foundation/ Pathways) and area of subject oversight and to monitor and support student progress.</li> <li>• To be accountable for student development and outcomes in the delegated areas of responsibility.</li> <li>• To support, alongside the Head of Head of Faculty to develop and enhance the teaching practice of others across the Faculty.</li> <li>• To work collaboratively across the Faculty to promote high professional standards and improve rates of student progress and attainment</li> <li>• To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students within the delegated areas, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school</li> <li>• To be for leading, managing and developing the delegated areas within the Faculty.</li> <li>• To support effective management and deployment teaching/support staff, financial and physical resources within the faculty to support the designated faculty curriculum portfolio.</li> </ul>
<b>Reporting to:</b>	Head of Faculty.
<b>Responsible for:</b>	Teaching staff and other relevant personnel within the Faculty team; Science Technicians as delegated
<b>Liaising with:</b>	SLT; Heads of Faculty; Subject Leads; Subject Teachers; relevant staff with cross-school responsibilities, relevant non-teaching staff; External Agencies and Parents/ Carers
<b>Working Time:</b>	195 days per year. Full-time
<b>Salary/Grade:</b>	Assistant Head of Science Faculty: TLR 2b
<b>Disclosure level</b>	Enhanced

<b>MAIN (CORE) DUTIES</b>	
<b>Operational/ Strategic Planning</b>	<ul style="list-style-type: none"> <li>• To lead the development of appropriate resources, schemes of work, marking policies, assessment and teaching and learning strategies across the Faculty in the delegated phase and areas of responsibility.</li> <li>• The day-to-day management, control and operation of course provision within the delegated areas of responsibility, including supporting the effective deployment of staff and physical resources.</li> <li>• To actively monitor and follow up student progress across delegated areas of responsibility.</li> <li>• To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.</li> <li>• To work with faculty colleagues to formulate aims, objectives and strategic plans which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.</li> <li>• To contribute to the business planning function of the faculty, and to ensure that the planning activities of the faculty reflect the needs of students within the faculty area, School Strategic Improvement Plan/Faculty Development Plan and the aims and objectives of the School.</li> <li>• To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Faculty are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Co-ordinator and Health and Safety Officer.</li> </ul>
<b>Curriculum Provision:</b>	<ul style="list-style-type: none"> <li>• To liaise with the Head of Faculty and Senior Leadership Team link to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Strategic Improvement Plan/School Self Evaluation in the areas of delegated responsibility.</li> <li>• To be accountable for the coordinating the development and delivery of the Programmes of Study in the delegated areas of responsibility.</li> <li>• To lead curriculum development for delegated areas of responsibility in the faculty.</li> <li>• To keep up to date with national developments in the delegated areas of responsibility in the faculty and teaching practice and methodology.</li> <li>• To actively monitor and respond to curriculum development and initiatives at national, regional and local levels in the relevant areas of delegated responsibility.</li> <li>• To ensure that the development of Design Technology is in line with</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• To work with the Head of Faculty and Senior Leadership Team link (CPD) to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>• To undertake Appraisal Review(s) and to act as reviewer for a group of staff within the faculty.</li> </ul>

	<ul style="list-style-type: none"> <li>• To support the Head of Faculty in making appropriate arrangements for faculty subject classes when staff are absent, ensuring appropriate cover within the faculty liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the faculty area.</li> <li>• To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.</li> <li>• To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>• To participate in the school's ITT programme as required.</li> <li>• To support the day-to-day management of staff within the Faculty alongside the Head of Faculty and act as a positive role model.</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>• To ensure the effective operation of quality control systems relevant to the role.</li> <li>• To support the establishment the process of the setting of targets within the Faculty and to lead and support work towards their achievement.</li> <li>• To support the establishment and maintenance of common standards of practice within the faculty and develop the effectiveness of teaching and learning styles across all the subject areas within the faculty.</li> <li>• To contribute to the School procedures for lesson observation.</li> <li>• To implement School quality procedures and to ensure adherence to those within the faculty.</li> <li>• To monitor and evaluate the faculty curriculum areas in the delegated areas of responsibility in line with agreed School procedures including evaluation against quality standards and performance criteria.</li> <li>• To seek/implement modification and improvement where required.</li> <li>• To ensure that the Faculty's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>• To ensure the maintenance of accurate and up-to-date information concerning the faculty on the management information system.</li> <li>• To make use of analysis and evaluate performance data provided.</li> <li>• To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken in the delegated areas of responsibility.</li> <li>• To produce reports within the quality assurance cycle for the faculty, as required. To produce reports on examination performance, in line with school and national benchmarking.</li> </ul>
<b>Management Information (continued):</b>	<ul style="list-style-type: none"> <li>• In conjunction with the Faculty Leader and the relevant Senior Leadership Team link to manage the Faculty's collection of data.</li> <li>• To provide the Governing Body with relevant information relating to Faculty performance and development, as required.</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>• To ensure that all members of the faculty are familiar with its aims and objectives.</li> </ul>

	<ul style="list-style-type: none"> <li>• To ensure effective communication/consultation as appropriate with the parents of students.</li> <li>• To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies as appropriate.</li> <li>• To represent the Faculty's views and interests.</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>• To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases.</li> <li>• To support the Head of Faculty the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.</li> <li>• To actively promote the development of effective subject links with external agencies.</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>• To manage in conjunction with the Head of Faculty the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying relevant aspects of the Faculty budget, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.</li> <li>• To work with the Head of Faculty and Senior Leadership Team link in order to ensure that the Faculty's teaching commitments are effectively and efficiently time-tabled and roomed.</li> </ul>
<b>Pastoral System:</b>	<ul style="list-style-type: none"> <li>• To support the Head of Faculty in monitoring and supporting the overall progress and development of students within the Faculty.</li> <li>• To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.</li> <li>• To act as a Learning Mentor and to carry out the duties associated with that role as outlined in the generic job description.</li> <li>• To ensure the Behaviour Management system is implemented in the Faculty so that effective learning can take place.</li> </ul>
<b>Teaching:</b>	<ul style="list-style-type: none"> <li>• To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher which are: <ul style="list-style-type: none"> <li>○ To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.</li> <li>○ To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li> <li>○ To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>○ To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ To undertake a designated programme of teaching.</li> <li>○ To ensure a high quality learning experience for students which meets internal and external quality standards.</li> <li>○ To prepare and update subject materials.</li> <li>○ To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.</li> <li>○ To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>○ To undertake assessment of students as requested by external examination bodies, faculty and school procedures.</li> <li>○ To mark, grade and give written/verbal and diagnostic feedback as required.</li> </ul>
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**OTHER SPECIFIC DUTIES:**

- To support the school in meeting its legal requirements for worship.
- To undertake any other duty as specified by STPCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

**EMPLOYEE RESPONSIBILITIES:**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate.
- To comply with the School's Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post.
- To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.
- To show high expectations of all students and staff; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising educational achievements.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**HEALTH AND SAFETY**

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

Chosen Hill School operates a No Smoking policy.

**SPECIAL CONDITIONS**

This job description sets out the duties of the post at the date when it was drawn up, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Chosen Hill School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All positions are subject to an enhanced DBS check as standard practice.

**VERIFICATION**

I agree that this job description conveys an accurate description of this job.

Agreed : \_\_\_\_\_(Postholder)                      Date: \_\_\_\_\_

Agreed : \_\_\_\_\_(Line Manager)                      Date : \_\_\_\_\_

Agreed : \_\_\_\_\_(Headteacher)                      Date : \_\_\_\_\_

**Date – September 2018**