

JOB DESCRIPTION

Job Title: Lead Key Stage 5 Science

Responsible to: Headteacher / SLT

Responsible for: Science- KS5

Grade/Pay Range: TMS / UPS + TLR 2b

Job Purpose

All teachers at Heathcote School are expected to uphold the school vision and ethos on a daily basis through their professional conduct. All staff are expected to have a clear understanding of the vision, aims, and ethos of the school, and an awareness of its role in the community, ensuring success is built on inclusion, care and support and all pupils are stretched and challenged.

All teachers' job descriptions define the responsibilities of the postholder as being:

- Under the reasonable direction of the Headteacher to carry out the professional duties of a school teacher as set out in the School Teachers' Pay & Conditions Document (STPCD)
- To comply with Health and Safety at Work Legislation

Seconds in Department/Faculty, in conjunction with other middle leaders, the Senior Leadership Team and Headteacher are responsible for the general good order and discipline of the school, and in supporting the implementation of the School Improvement Plan (SIP) and all policies. Seconds in Department/Faculty support the HOD/HOF in ensuring an ambitious culture of high challenge and low threat, ensuring the best possible learning and leadership of learning within the department and across the school, ensuring safety is a key focus, behaviour and attendance are exemplary and ensuring all pupils have equal opportunities to make maximum progress.

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Main Responsibilities for Lead Key Stage 5 Teacher

- To support the department vision, in line with the whole school vision, that inspires staff and pupils.
- To support the development and co-ordination of the Science department with a focus for a particular area or Key Stage in liaison with the Head of Department, or Second of Science, ensuring challenging and inspirational schemes of work are both responsive to arising needs and meet statutory requirements.
- To support staff in the teaching of Science and provide a role model for high quality teaching and learning, feedback and marking – including DIRT – and behaviour management within the Key Stage, in line with departmental and whole school priorities.
- To support the development, implementation and monitoring of policies and practices which reflect the school's commitment to high achievement through learning and teaching.
- To contribute to aspects of the school monitoring, evaluation and review (MER) system.
- To contribute to the self-evaluation of the department

- To work with other schools locally and as appropriate to ensure best practice as well as support other schools as necessary within local agreements
- To keep up to date with research and development in education, pedagogy and Science and attend and, where necessary, seek out appropriate professional development opportunities
- To contribute to and have responsibility for specific aspects of the Department Improvement Plan.
- To contribute to the positive ethos for the department, creating a high challenge, low threat approach and lead and manage others so that they are supported and recognised for their strengths and contributions.
- To initiate and, where appropriate, organise curricular, extra-curricular and enrichment activities related to the subject. Also, curriculum, assessments and resources for the relevant key stage.
- To develop leadership skills within the whole school context, and promote whole school policies within the department.
- To be aware of, and respond appropriately to, any safeguarding and health and safety issues raised by materials and practice related to the subject.

Main Responsibilities of all teachers at the school:

- The delivery of high quality learning and teaching through appropriately differentiated lessons together with the marking of work to provide constructive feedback which sets clear targets to enable students to make at least expected progress
- Use of teaching methods which keep students engaged and challenged
- Use of effective questioning and response: clear presentation and good use of resources
- Regular setting and marking of homework following the school / departmental policy
- High expectations of student behaviour establishing and maintaining a good standard of classroom management and building positive relationships
- Assessment and recording of student progress as required by the National curriculum, GCSE, A level, school and departmental policy
- Analysis of school data, including prior attainment to inform policy and practice and ensure high expectations
- To follow the schemes of work as required by the subject leader
- Development of students' key skills in literacy and numeracy as part of the curriculum
- Regular setting and marking of homework following the school / departmental policy
- Maintaining the classroom as a good learning environment including the display of students' work and other material to stimulate student interest
- Responsibility for the condition of learning materials, equipment, furniture and fittings in the classroom
- Attendance at departmental meetings and to play an active role in the work of the department
- Attendance at parents' evenings and cause for concern meetings etc. as appropriate
- Fulfilment of the duties of a form tutor as required
- Have regard for and promote the School's Equality Policy
- Contribution to the school's extra-curricular provision
- Other tasks as negotiated / delegated by the subject leader

Specific responsibilities for all teachers:

- Teaching high quality lessons that are secure or better under the school's self-evaluation process
- Teaching with due regard to current Health and Safety legislation.
- Planning and preparing schemes of learning and lessons.
- Teaching the full range of KS3, KS4 and KS5 classes according to their educational needs, the pupils assigned to her / him, including the setting and marking of work to be carried out by the pupil in the school and elsewhere.
- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to her / him.
- Advising and co-operating with the Headteacher and other teachers, as well as other adults providing in-class partnership teaching, on the preparation and development of courses of study, teaching materials, teaching programmes, schemes of learning, methods of teaching and assessment and pastoral arrangements.
- Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements. Participating in

administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials.
- Taking such part as may be required of her / him in the review, development and management of activities, relating to the curriculum, organisation and pastoral functions of the school.

Appraisal & Continuous Professional Development:

- Ensuring adherence to the Teacher Standards
- Participating in any arrangements within an agreed national framework for the appraisal of her / his performance and that of other teachers.
- Reviewing from time to time her / his methods of teaching and programmes of work.
- Participating in arrangements for her / his further training and professional development as a teacher.
- In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for her / his supervision and training.
- Working towards meeting of Threshold Standards or UPS standards, where relevant.
- Undertaking any reasonable direction from the Headteacher.

School Ethos:

For Heathcote staff in general:

- Playing a full part in the life of the school community, supporting its distinctive vision and ethos and leading staff and pupils in doing the same
- Actively supporting the school's corporate policies and aspirations
- Adhering to the staff professional code of conduct as developed collectively by staff
- Complying with the school's Health and Safety Policy and undertaking risk assessments as appropriate
- Checking emails on a daily basis to keep up to date with issues communicated within the school.

All staff are expected to behave in accordance with the school values and a culture of high challenge and low threat.

We show respect by:

- Listening to what others have to say
- Thinking about our body language and demeanour
- Praising in public and challenging in private
- Working within an ethos of high challenge and low threat

We show responsibility by:

- Being proactive
- Keeping to deadlines
- Being consistent
- Being on time
- Doing our jobs to the best of our ability
- Offering help and support to others when needed
- Always being ambitious and solution-focused

We show integrity by:

- Owning up to mistakes
- Being open, reflective and honest
- Having a culture of no blame
- Doing the right thing even though it may be difficult
- Treating everyone equally

CONFIRMATION OF JOB DESCRIPTION

POST: KS5 Science Lead

NAME:

I confirm that I have read this job description and person specifications

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

The job description is current at the date below but will be reviewed on an annual basis and, in consultation with you, may be changed to reflect changes in the job requirements which are commensurate with the job title and grade.

Signatures:

Signed……..…… Date ……
(Teacher)

Signed…… Date……
(Headteacher)