

Job Title:	Second in Charge of Science
Salary scales and TLR	MPS/UPS + TLR 2B - £5,530
Reports to:	Director of Learning for Science

Job Description

Leadership

- To be responsible and support the day to day running of the department and carry out the day-to-day duties of the Director of Learning in their absence.
- Strategic oversight of a key stage in the Science department
- Strategic oversight of the extracurricular Science programme and interventions across the department

These may include:

- Ensuring that work is set for classes of absent colleagues;
- Being the first point of reference for difficulties with a class on individual work or behaviour

Curriculum

- To ensure that curriculum provision across Y7-13 is of high quality and meets the identified needs and aspirations of Whitefield School students
- To be accountable for student outcomes as well as teaching and learning within the Faculty
- To ensure the development and provision of pathways to appropriate accreditation for Whitefield School students
- To promote cross-curricular dimensions and the development of cross-curricular functional skills
- To support the Director of Learning in completing the above tasks in Y7 to Y13

Teaching and learning

- To ensure that teachers follow agreed schemes of learning understand the requirements of examination syllabuses and meet assessment deadlines
- To ensure that teachers' planning and practice focuses on the 5 strands of effective pedagogy
- To ensure that students experience quality first teaching in the classroom
- To ensure that AfL strategies are used effectively to support the progress of learners and to review provision
- To ensure that best practice is disseminated regularly and routinely across the Faculty and staff promote learning and share high quality resources

- To ensure that staff develop effective partnerships with support departments (EAL, ASC, SEND and Inclusion)
- To monitor, evaluate and act on feedback within the Faculty in line with school policy

Assessment, Monitoring and Reporting

- To use the appropriate assessment criteria to make secure and standardised judgements about students attainment and progress.
- To maintain accurate attainment records.
- To coordinate appropriate intervention for individuals based on the accurate monitoring of their progress
- To communicate appropriately to stakeholders including parents about student progress and support
- To support arrangements for preparing students for public examinations
- To report successes and/or issues/concerns about students to the appropriate staff
- To analyse, evaluate and respond to student performance and contextual data and produce analysis reports in accordance with school policy
- To support colleagues in their understanding and use of data to inform planning for example pen portraits and lesson planning
- To ensure the maintenance of accurate and up-to-date information relating to the Faculty in the school's Management Information System
- To develop periodic high quality formative and summative assessments in line with the national curriculum which accurately map the department schemes of learning and examination board specifications

The efficient and effective deployment of staff and resources

- To undertake Performance Management reviews and the setting of objectives in accordance with the School's Performance Management Policy
- To make arrangements for classes when staff are absent
- To promote teamwork and effective working relations within the Faculty
- To deploy the Faculty staff efficiently and effectively to maximise their impact on learning
- To ensure the effective induction of new staff in line with school procedures
- To represent the curriculum area at meetings within the school.
- To represent the interests of the curriculum area to SLT and implement school policy within the faculty area; to ensure that the area is adequately represented on working parties and that faculty representatives are supported in disseminating developments.
- To support the Director of Learning in setting the faculty improvement and management plans. This would incorporate the examinations analysis document and inform the departments action plans within the department
- To be responsible for the effective deployment of department budgets
- To ensure that the department's learning environment is safe, well-maintained and attractive, within individual teaching areas and in common areas.

Communications

- To develop effective liaison as necessary with outside agencies, including feeder primary schools and post-16 institutions, advisory staff, local industry, and the wider community with regards to the Faculty.

Promotion of School

- To contribute to whole School events as and when required
- To be aware of the School's duty of care in relation to staff, students and visitors and to comply with all safeguarding and health and safety policies at all times
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities
- To promote and maintain the standards of the school's commitment to Safeguarding children.

Person Specification

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Qualifications

Essential	Desirable
<ol style="list-style-type: none"> 1. Qualified Teacher status 2. Relevant degree 	<ol style="list-style-type: none"> 1. Evidence of further accredited or certified professional development 2. Leadership and Management training 3. Higher Degree

Experience

<ol style="list-style-type: none"> 3. Experience of recent teaching of specialist subject 4. Evidence of at least good teaching skills across all key stages and across all abilities, leading to consistently high standards of achievement 5. Knowledge of current generic developments in learning and teaching 6. Evidence of leading other professionals as part of a team 7. Evidence of taking responsibility for own professional development 	<ol style="list-style-type: none"> 4. Successful experience in raising student achievement and adding value 5. Experience of teaching specialist subject to Advanced Level 6. Experience of teaching a second subject 7. Experience of working in a multi-cultural context 8. Experience of personal involvement in the wider curriculum 9. Experience in form tutoring 10. Ambition to develop personal career and move on to Senior Leadership in the future
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Knowledge/Skills (Ability to)

<ol style="list-style-type: none"> 8. Motivate young people and a team of staff 9. Develop a broad and imaginative range of teaching skills 10. Use ICT effectively to support learning and teaching and department administration 11. Lead, manage, develop and enhance a team of staff 	<ol style="list-style-type: none"> 11. Ability to anticipate problems and identify opportunities 12. Ability to manage resources available to the department including funding and human resources
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<p>12. Demonstrate high-level communication and presentation skills applicable to a range of audiences</p> <p>13. Think creatively and imaginatively to solve challenges and identify priorities within the department</p> <p>14. Make informed use of assessment to raise achievement</p>	
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13. Personal Attributes	
Essential	Desirable
<p>15. A passion for education, for working with young people and for making a difference</p> <p>16. Enthusiasm for specialist subject and a desire to communicate this to others</p> <p>17. A commitment to extra-curricular activities</p> <p>18. Ability to use appropriate interpersonal skills when relating to staff, students and parents</p> <p>19. Demonstrate energy, vigour and perseverance and promote an 'I can' philosophy</p> <p>20. Ability to work under pressure and meet deadlines</p> <p>21. Set consistently high expectations of self and others</p> <p>22. Self-motivated and self-confident</p> <p>23. Ability to build on the experience, advice and contribution of others</p> <p>24. Ability to be flexible and adaptable</p> <p>25. Commitment to the highest standards of child protection</p>	<p>14. Involvement in creative and innovative teaching developments</p> <p>15. Willingness to take on delegated responsibility and to delegate responsibility</p>