



Job Description

Second in Science Department

Main purpose of the post

- To support the work of the Head of Department in raising the standards of teaching, learning and achievement in the department, with responsibility for curricular content.
- To maintain and develop the Catholic ethos of the school
- To meet all teachers standards

Key Accountabilities

Accountability for Teaching and Learning – to support the HOD in ensuring that the quality of teaching and learning within the department is outstanding and to lead on the teaching and learning work within the key stage area of responsibility.

Key tasks:

- Plan, prepare and deliver outstanding lessons to provide students with the opportunity to achieve their potential.
- Ensure that lessons are engaging and stimulating taking into account individual needs of the students.
- Manage, develop and share resources to enhance teaching of Science including the development and selection of suitably differentiated materials for different student groupings such as gifted and talented students, students with SEN and students for whom English is an additional language
- To ensure that a variety of teaching styles and methods are used throughout the department and are explicit in Schemes of Learning.
- Contribute to objectives of the curriculum area within the school objectives and take part in an annual review of the subject and curriculum area.
- To be responsible for leading relevant and appropriate curriculum planning incorporating whole school policies
- Prepare lesson plans and schemes of work as agreed with the Head of Department.
- To ensure the Behaviour Management Policy is successfully implemented in the department so that effective learning can take place both in classrooms and the department areas

Accountability for Assessment and Making Use of Data to Track Student Progress
– to be accountable for sustained high quality assessment within the department

Key tasks:

- To ensure that students' progress is assessed in line with the school's assessment policy and that the students receive high quality assessment feedback through book marking and assessment in lessons.
- To lead on and monitor the assessment work in the key stage area of responsibility including producing self-evaluation reports for the key stage and support action plans when teacher's assessment falls below the required standard
- To track student progress through data analysis, focusing on low-mid-high attaining students and pupils subject to pupil catch up and pupil premium,
- To make use of data to set targets for individual students, ensuring pupils and teachers understand the targets which have been set for them
- To regularly analyse and evaluate data to ensure that each cohort is on track towards targets set and identify intervention strategies to support progress.
- To oversee reporting to parents on student achievement in the given department.
- To implement and monitor the application of the school's homework policy within the department and to ensure that homework is regularly set and marked providing the students' with high quality feedback.

Accountability for Leadership – to demonstrate appropriate leadership behaviours which inspires confidence in others, whilst also challenging and supporting colleagues, thereby creating a positive impact at school and department level

Key tasks:

- To implement strategic planning for the department co-ordinated with the School Improvement Plan and Department Improvement Plan.
- To support the Head of Department in school self-evaluation, both at whole school and department level, and in producing an annual department self-evaluation report.
- To promote effective teamwork and motivate staff to ensure effective and professional working relations.
- To deputise for the Head of Department, if necessary.
- To participate in the recruitment of department staff, including interviewing for staff and providing effective induction of new staff in line with school procedures.
- To lead the Department in implementing the Every Child Matters Agenda (ECM).
- To support the department in any open evening or event related to the department as a whole.

Accountability for Management – to support the Head of Department in the day-to-day management of the department and its staff.

Key tasks:

- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant member staff to secure appropriate cover within the department

- To accept responsibility for the conduct and behaviour of students within the area of responsibility and to be available to help members of staff as problems arise.
- To work with the Head of Department in providing information for the Deputy Headteacher regarding the timetabling of staff and allocation of teaching groups. Creating sets to facilitate the best use of SEN provision.
- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, supporting the/acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To implement and promote school policies and procedures, e.g. Health & Safety; Child Protection and Equal Opportunities, assessing, recording and reporting.
- To write articles for the newsletter which celebrate the success of English.

Accountability for Coaching, Mentoring and Enhancing the Professional Development of Others - to develop and enhance the teaching practice of others, including Beginning Teachers, NQTs and teachers in their early years.

Key tasks:

- To undertake regular lesson observations, scrutiny of students' work and monitoring of colleague's performance in order to give professional feedback to department members as well as to inform school self-review.
- To coach and mentor staff in the department in order to support them in their role and in order to raise the standard of both student and staff learning within the department, giving guidance on the choice of appropriate teaching and learning methods in order to help students achieve their full potential.

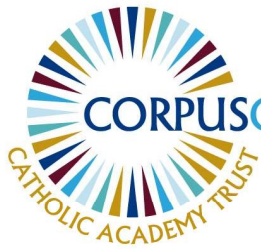
Other responsibilities - along with the Head of Department and in their absence:

- To follow the school's policy in respect of safeguarding and child protection and ensure the health and safety of the students.
- To play a full part in the life of the school community and to support its distinctive vision and ethos
- To accept overall responsibility for all aspects of internal & external examination and testing procedures as relate to the area of responsibility.
- To ensure effective communication with parents and community representatives as appropriate.
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- Participate in relevant meetings with colleagues, parents and be involved in links with external agencies as part of curriculum enrichment.
- Carry out the role of a form tutor.
- To encourage and take responsibility for the learning environment by overseeing visual materials and classroom / school display.
- In liaison with the ICT Co-ordinator and Network Manager to oversee the application of ICT within the Department.

General

- To undertake all duties with full regard to the Health and Safety at Work Act
- To attend training and administer basic first aid as and when required
- To maintain confidentiality relating to the staff and students of the school at all times
- To be flexible and motivated and able to follow instructions and remain calm in difficult circumstances
- To contribute to the overall ethos, work and aims of the school and Trust
- To participate in training and other learning activities and performance development as required
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- To be aware of and support difference and to ensure equal opportunities for all

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.



Person Specification for 2nd in Science Department

CRITERIA	ESSENTIAL OR DESIRABLE	HOW AND WHEN MEASURED *A/I/R/SP
QUALIFICATIONS		
A good Honours Degree	E	A
Qualified Teacher Status	E	A
EXPERIENCE OF TEACHING		
Experience of delivering outstanding outcomes both through your own teaching and through support for and working with others	E	A/I/R
PROFESSIONAL KNOWLEDGE AND UNDERSTANDING		
Excellent professional knowledge and understanding, including recent developments in the curriculum, and a range of pedagogical approaches to raising attainment	E	A/I/R
A thorough knowledge of the National Curriculum for Science and all related government initiatives	E	A/I/R
Understand the importance of emotional intelligence in managing oneself and others and an ability to maintain professional integrity even when under pressure	E	A/I/R
Understanding of the needs of students in a diverse school population.	E	A/I/R
Good skills as a manager, including effective communication, good time management, ability to prioritise, delegate, make cost effective use of resources and problem solve quickly and imaginatively.	E	A/I/R
Knowledge of how to use data in order to target and intervene with pupils to raise attainment	E	A/I/R
A knowledge and understanding of monitoring and evaluation procedures	E	A/I/R
Ability to deliver outstanding lessons proven by a track record of being rated consistently good or outstanding for lesson observations and book checks. An ability to lead and motivate a team	E	A/I/R
An ability to administer departmental resources etc.	E	A/I/R
PERSONAL AND PROFESSIONAL SKILLS AND ATTRIBUTES		
Contribute to the Catholic ethos of the school	E	A/I/R
Act with the utmost integrity at all times	E	A/I/R
Strong ongoing commitment to developing your own knowledge skills and understanding as an educator, including good use of professional development, and running inset.	E	A/I/R
Commitment to achieving the highest possible results for all students.	E	A/I/R
A commitment to equal opportunities for staff and students.	E	A/I/R
A highly professional approach to their work, including commitment to ensuring excellent standards of behaviour at all times	E	A/I/R

The ability to motivate and inspire students	E	A/I/R
Excellent communication skills	E	A/I/R
Ability to establish good working relationships and effective teamwork	E	A/I/R
Willingness to support pupils in extra-curricular activities	E	A/I/R
Be committed to equal opportunities	E	A/I/R
To uphold all aspects of safeguarding	E	A/I/R
Be willing to undertake training and carry out first aid as appropriate	E	A/I/R
Be willing to consent to apply for an enhanced disclosure and barring service check	E	A/I/R

***Application/Interview/References/Selection Process**