**Job Description**

**Second in Department**

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| **Title:** | Second in Department (Science) |
| **Project Team:** | Teaching Staff |
| **Reports to:** | Head of Science |
| **Salary:** | MPR/UPR |
| **Allowance:** | TLR 2b |
| **Responsible for:** | Learning Consultants in Curriculum Area |

**Key Duties and Responsibilities**

* To work with the Head of Department to lead and manage others teaching Science so that they are supported and recognised for their strengths and contributions.
* To work with colleagues to regularly review performance data to identify students at risk and to initiate and implement early intervention strategies.
* Support and lead on the development of appropriate syllabuses, resources, schemes for learning, marking policies, assessment and teaching strategies within Science.
* Contribute to and lead on Quality Assurance within areas of responsibility within Science. This includes monitoring, tracking and developing effective teaching and learning within the curriculum area.
* Actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
* Participate in the monitoring and evaluation of the curriculum in line with agreed Academy procedures including evaluation against quality standards and performance criteria.
* Participate in the Academy’s Learning Walk Programme.
* Ensure effective communication as appropriate with the parents of students.
* Contribute to the development of effective curriculum 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 and other events in partner schools and the wider community.
* Monitor and evaluate literacy and numeracy strategies across the Academy to ensure maximum impact on students’ learning.
* Maintain high standards of discipline in accordance with Academy procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and independent learning (homework).
* Undertake assessment of students as requested by external examination bodies, curriculum areas and Academy procedures.

**Teaching and Learning**

* Use a variety of learning and teaching strategies to deliver outstanding lessons to all students ensuring pace and challenge are maintained.
* Understand and integrate the use of New Technologies into learning experiences in order to raise levels of achievement.
* Plan lessons and extended learning opportunities in line with Schemes for Learning.
* Ensure learning objectives and outcomes are communicated to every learner in line with Academy policy.
* To differentiate appropriately, taking into account individual learner needs.
* Make use of extended learning opportunities for use outside of Academy lessons.
* Utilise effectively, Learning Support staff in lessons.
* Participate in the Academy’s Quality Assurance Programme and its agreed framework.
* Work efficiently and creatively using the full range of resources available, including other adults and mentors.
* Provide a positive learning climate within lessons to promote a meaningful staff – student relationship and interaction.
* Adhere to the Academy’s Positive Behaviour Policy and ensure implementation in everyday life at Q3.
* Regularly evaluate the progress of students in relation to their prior attainment and use data to inform teaching and learning.
* Report, as required, in line with the Academy’s Reporting for Learning Policy to a variety of stakeholders including students, parents, line managers and the Executive Team.
* Mark work in accordance with the Academy’s Assessment for Learning Policy providing both formative and summative feedback on a regular basis.
* To take responsibility for individual professional development and use the outcomes to improve learning and teaching.
* To demonstrate a thorough and up-to-date knowledge of learning and teaching taking into account wider curriculum developments, which are relevant to your work, e.g. National and Department for Education initiatives.
* To be aware of the Academy’s Anti-bullying Policy and support students as necessary***.***
* To maintain good order and behaviour for learning among students, with particular regard to Health and Safety, both on the Academy premises and when engaged in authorised activities elsewhere.

**Component 1 – Wider Professional Effectiveness**

* Participate in and engage with Academy Inset and Professional Development, whether in-house or external.
* Through the mechanisms of Appraisal and Quality Assurance, demonstrate improvement in your role as a result of Professional Development and Inset.
* Disseminate the outcomes of Inset to other staff and ensure that the Executive Team are aware of such innovation and cutting edge development.
* Effectively contribute to the Academy improvement planning process.

**Component 2 – Role Model**

* Ensure that ‘no student is left behind’, in their academic and personal development.
* Conform to the Academy’s Dress Code for staff and demonstrate exceptional standards of presentation, conduct and time keeping.
* Build team commitment amongst students and staff alike.
* Engage and motivate students and staff to do their best by doing your very best.
* Demonstrate a positive approach to your professional duties and improve the quality of student learning.

**Additional Components**

* To consistently uphold the Academy’s aims and strive to attain Academy Targets.
* To work in a cooperative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the Academy.
* To work with students within the framework of the Academy in a courteous, positive, caring and responsive manner.
* Play a full part in the life of the Academy’s community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
* Be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
* Demonstrate both enthusiasm and high standards of professionalism to all Academy stakeholders.
* It is the responsibility of each employee to carry out their duties in line with all Academy Policies promoting a positive approach to a harmonious working environment.
* The job purpose and key task statements above are indicative and by nomeans exclusive. The need forflexibility amongst staff is therefore considered important.
* To undertake any other duties deemed reasonable by the Academy Executive Team for the post at this level.
* To embrace the Academy’s Family Dining Programme; leading sessions when directed.

**Health and Safety Responsibilities**

* All staff have a responsibility to be aware of, comply and act upon the Health and Safety Policies of Q3 Academy and undertake risk assessments as appropriate. Full details can be accessed via the staff website.
* Q3 Academies Trust operates as designated no smoking sites.

**Q3 Academies Trust is committed to safeguarding and promoting the welfare of children. All post holders are subject to an enhanced Disclosure & Barring Service Check (DBS). Satisfactory employment references as well as identification and qualification checks will be required before commencing duties.**

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