

**Job Description**

|  |  |
| --- | --- |
| **Post Title:** | **2ic OF SCIENCE** |
|  | In addition to the job description below this post is subject to United Learning Pay Policy and United Learning’s / National School Teachers terms and conditions |
| **Purpose:** | * To act as the lead for a designated Key Stage, focusing on curriculum design, development of schemes of work, and analysis of data and interventions * To support the Curriculum Leader in the strategic and day-to-day running of the department, and contribute to the high standards of teaching and learning and the raising of standards of achievement. * To teach high quality lessons so that all students make good progress and support other members of the curriculum team to do so. * To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students * To monitor and support the overall progress and development of students as a teacher & tutor * To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential * To implement appropriate interventions to enable all students to achieve their very best * To contribute to raising standards of student attainment |
| **Reporting to:** | Curriculum Leader of Science |
| **Start date:** | September 2019 |
| **Responsible for:** | A designated Key Stage and nominated responsibilities across the curriculum area |
| **Liaising with:** | Principal/ Vice Principal/teaching and support staff LA representatives external agencies and parents/carers |
| **Salary/Grade:** | United Learning Inner London Pay Scale ranging from PT1 – EPT3 |
| **Disclosure level** | Enhanced DBS |
| **MAIN (CORE) DUTIES** | |
| **Operational/ Strategic Planning** | * To act as the lead for a designated Key Stage, focusing on curriculum design, development of schemes of work, and analysis of data and interventions * To assist as required in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Science Department * To contribute to the Curriculum Area and department’s improvement plan and its implementation * To plan lessons (and sequence of lessons) that allow all students to make outstanding progress using a wide range of pedagogical strategies * To contribute to the whole academy’s planning activities |
| **Curriculum Provision:** | * To assist the Head of department to ensure that the curriculum area provides a range of teaching which complements the academy’s strategic objectives |
| **Curriculum Development:** | * To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies |
| **CPD:** | * To take a leading role in the academy’s CPD programme by participating in arrangements for further training and professional development, both within the curriculum area and on a whole-Academy basis * To continue personal development in the relevant areas including subject knowledge and teaching methods * To engage actively in the Performance Management Review process, including the line-management of members of the curriculum team * To ensure the effective/efficient deployment of classroom support * To work as a member of a designated team and to contribute positively to effective working relations within the academy |
| **Quality Assurance:** | * To help to implement academy quality control systems procedures and policies and to adhere to these * To lead on the process of monitoring and evaluating the curriculum area, supporting the strategic direction of the Curriculum Leader in line with agreed procedures, including evaluation against quality standards and performance criteria. * To regularly review methods of teaching and programmes of work * To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy * To attend team meetings etc. in accordance with the academy calendar |
| **Management Information:** | * To develop and maintain appropriate records, and to provide relevant accurate and up-to-date information for student registers and assessment trackers * To complete the relevant documentation to assist in the tracking of students * To track student progress and use information to inform teaching and learning |
| **Communications:** | * To communicate effectively with fellow staff, both within the curriculum area and across the academy * To communicate effectively with parents/carers of students, as appropriate * Where appropriate, to communicate and co-operate with persons or bodies outside the academy, including United Learning * To follow agreed policies for communications in the academy |
| **Marketing and Liaison:** | * To take part in marketing and liaison activities such as Open Evenings, Parents Evenings etc. * To contribute to the development of effective subject links with external agencies and develop opportunities for students to engage in enterprise activities etc. |
| **Management of Resources:** | * To contribute to the process of the ordering and allocation of equipment and materials * To assist the Curriculum Leader to identify resource needs and to contribute to the efficient/effective use of physical resources * To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the academy, department and the students |
| **Learning Support System:** | * To be a Tutor to an assigned group of students * To promote the general progress and well-being of individual students and of the Tutor Group as a whole within the parameters of the associated Tutor Job Description * To liaise with the Learning Director and SEN to ensure the implementation of the academy’s Learning Support System and mentoring * To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of academy life |
| **SEND and Pastoral:** | * To evaluate and monitor the progress of students and keep up-to-date student records as may be required * To contribute to the preparation of Action Plans, IEPs and other reports * To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved * To communicate as appropriate, with the parents/carers of students and with persons or bodies outside the academy concerned with the welfare of individual students, after consultation with the appropriate staff * To contribute to PSHE, citizenship and enterprise according to academy policy * To apply the Behaviour for Learning policy and systems so that effective learning can take place |
| **Teaching:** | * As an excellent practitioner, the candidate would be expected to take a leading role within the department regarding the quality of Teaching and Learning, liaising with other excellent practitioners in the curriculum area and across the academy to ensure the very best outcomes in Science * To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in academy and elsewhere * To assess record and report on the attendance, progress, development and attainment of students and to keep such records as required * To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students * To ensure that ICT, Literacy, Numeracy and the academy subject specialism are reflected in the teaching/learning experience of students * To undertake a designated programme of teaching * To ensure a high quality learning experience for students which meets internal and external quality standards * To prepare and update subject materials * To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus * To maintain discipline in accordance with the academy’s Behaviour Policy, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework * To undertake assessment of students as requested by external examination bodies, departmental and academy policies * To mark, grade and give written,verbal and diagnostic feedback as required * To set appropriate targets for students in line with academy policy and procedure as required * To implement the academy policies re: Homework |
| **Other Specific Duties**: | |
| * To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example * To promote actively the Academy’s Policies & Procedures * To continue personal development as agreed * To comply with the academy’s Health and Safety policy and undertake risk assessments as appropriate * To undertake any other duty as specified not mentioned in the above * To comply with the Academy’s procedures concerning safeguarding and to ensure that training is accessed | |
| 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  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers  Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students | |
| This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title | |

|  |  |
| --- | --- |
| *I confirm that I have read and understood the details contained within this job description.*  *I understand that by signing this document, I agree to the terms and conditions contained within it.* | |
|  |  |
| **Signed**  **Print Name** |  |
|  |  |
| **Dated** |  |

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Essential Criteria** | **Desirable Criteria** | **Evidence** |
| **Qualifications:**  Qualified teacher status.  Appropriate degree or equivalent qualification in Science. |  | Interview  Application Form  References  Proof of Qualifications |
| **Experience:**  Strong subject knowledge.  Ability to teach Science to all abilities including creative, practical lessons.  Relevant successful teaching experience.  An ability to plan and prepare schemes of work. | Experience of being a Key Stage Coordinator or a role which required a subject specialism | Application form  Interview  References |
| **Skills and ability:**  High standards of Science teaching.  Effective communication skills.  Effective oral/written skills.  Excellent interpersonal skills.  Good standard of I.T. capability. |  | Application form  Interview  References |
| **Disposition/Attitude:**  Good organisation and time-management skills.  Good interpersonal skills and an ability to communicate effectively.  An ability to motivate students.  A flexible approach to working.  An ability to form and maintain appropriate relationships and personal boundaries with students. | A willingness to contribute to extra-curricular activities. | Application form  Interview  References  Task |
| **Commitment and other requirements:**  Satisfactory Enhanced Disclosure with the Disclosure & Barring Service (DBS)  Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children and young people.  Excellent attendance record. |  | Application form  Interview  References |