



Bristol Cathedral Choir School

Head of Science

The Role

Strategic development responsibilities of the subject may include:

- 1.1 developing and implementing policies and practices for the subject which reflect the school's commitment to high achievement for all groups of students;
- 1.2 creating a climate which enables staff to develop and maintain positive attitudes towards the subject;
- 1.3 establishing a shared understanding of the importance and role of the subject in contributing to students' spiritual, moral, cultural, mental and physical development
- 1.4 using data effectively to identify students or groups who are underachieving in the subject and, where necessary, implementing effective plans of action to support those students;
- 1.5 analysing and interpreting, relevant national, local and school data, plus research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods;
- 1.6 establishing short, medium and long term plans for the development and resourcing of the subject, which;
 - 1.6a contribute to whole-school aims, policies and practices, including those in relation to behaviour, discipline, bullying and racial harassment;
 - 1.6b identify realistic and challenging targets for improvement in the subject;
 - 1.6c are understood by all those involved in putting the plans into practice;
 - 1.6d are clear about action to be taken, timescales and criteria for success;
- 1.7 evaluating the effectiveness of departmental plans and strategies;

Teaching and learning responsibilities may include:

- 2.1 ensuring curriculum coverage, continuity and progression in the subject for all students, including those of high ability and those with special educational needs;
- 2.2 ensuring that teachers are clear about the teaching objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate such information to students;
- 2.3 providing guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of all students;
- 2.4 ensuring effective development of students' literacy, numeracy and information technology skills through the subject;

- 2.5 establishing and implementing clear policies and practices for assessing, recording and reporting on pupil achievement and assisting students in setting targets for further improvement;
- 2.6 ensuring that information about students' achievements in previous classes and schools is used effectively to secure good progress in the subject;
- 2.7 setting expectations and targets for staff and students in relation to standards of pupil achievement and the quality of teaching; establishing clear targets for pupil achievement, and evaluating progress and achievement in the subject by all students, including those with special educational needs;
- 2.8 evaluating the teaching of the subject in the school, using this analysis to identify effective practice and areas for improvement;
- 2.9 ensuring effective development of students' individual and collaborative study skills necessary for them to become increasingly independent in their work and to complete tasks independently when out of school;
- 2.10 ensuring that teachers of the subject are aware of its contribution to students' understanding of the duties, opportunities, responsibilities and rights of citizens;
- 2.11 ensure that teachers of the subject know how to recognise and deal with racial stereotyping;

Leading and managing staff may include:

- 3.1 helping staff to achieve constructive working relationships with students;
- 3.2 establishing clear expectations and constructive working relationships among staff involved with the subject, including through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate; evaluating practice; and developing an acceptance of accountability.
- 3.3 Performance managing staff as required by the school policy and use the process to develop the personal and professional effectiveness of the appraisee(s); holding colleagues to account where necessary
- 3.4 auditing training needs of subject staff;
- 3.5 leading professional development of subject staff through example and support, and coordinate the provision of high quality professional development by methods such as coaching, drawing on other sources of expertise as necessary, for example, higher education, LEAs, subject associations;
- 3.6 ensuring that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to standards for the award of Qualified Teacher Status, the Career Entry Profiles and standards for induction;
- 3.7 enabling teachers to achieve expertise in their subject teaching;
- 3.8 working with the SENCO and any other staff with special educational needs expertise, to ensure that individual education plans are used to set subject-specific targets and match work well to students' needs;
- 3.9 ensuring that the headteacher, senior managers and governors are well informed about subject policies, plans and priorities, the success in meeting objectives and targets, and subject-related professional development plans.

Efficient and effective deployment of staff and resources may include:

- 4.1 establishing staff and resources needs for the subject and advise the headteacher and senior managers of likely priorities for expenditure, and allocate available subject resources with maximum efficiency to meet the objectives of the school and subject plans and to achieve value for money;
- 4.2 deploying, or advising the headteacher on the deployment of staff involved in the subject to ensure the best use of subject, technical and other expertise;

- 4.3 ensuring the effective and efficient management and organisation of learning resources, including information and communications technology;
- 4.4 maintaining existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school;
- 4.5 using accommodation to create an effective and stimulating environment for the teaching and learning of the subject;

Health and Safety responsibilities include:

- 5.1 promoting a culture of outstanding Health and Safety Practice.
- 5.2 ensuring that the Science Health and Safety Policy is reviewed, implemented and followed by all members of the department, including non-teaching staff.
- 5.3 ensuring appropriate, regular training for all colleagues is directed, monitored and recorded.
- 5.4 ensuring all activities are approved, included in schemes of work, with appropriate risk assessments.
- 5.5 ensuring that all materials are stored appropriately and included in up-to-date inventories; laboratories are safely maintained and equipment is checked.
- 5.6 ensuring safety issues are reported through the appropriate line management; Health and Safety is a standing item in all Science meetings