



# **Lode Heath School**

## **Job Description**

<b>Post Title:</b>	<b>Assistant Subject Leader - Science</b>	<b>Salary Grade:</b>	<b>MPS/UPS &amp; TLR 2B</b>
<b>Location:</b>	<b>Lode Heath School</b>	<b>Salary Range:</b>	<b>TLR 2B = £4439</b>
<b>Department :</b>	<b>Science</b>	<b>Weeks:</b>	<b>Full time</b>
<b>Responsible to:</b>	<b>Deputy Headteacher Headteacher</b>	<b>Hours:</b>	

### **JOB PURPOSE:**

To support the Subject Leader in all matters relating to teaching, learning and assessment of Science and to ensure that the Department's work meets the aims and policies of the school, both in relation to the ethos of the school and to specific curriculum policies.

To interpret the standards and expectations of the school, sharing responsibility for the welfare and discipline of students.

Teacher of Science primarily and other subjects where required, according to the Teachers' Pay and Conditions Act.

To promote the general progress and well-being of individual students and of any class or group of students assigned to you principally but not exclusively by teaching Science.

To actively support the collegiate responsibilities within main teaching area, addressing aspects of delegated responsibility as appropriate.

To deputise in all matters for the Subject Leader in his/her absence.

### **WORK PERFORMED:**

The Assistant Subject Leader will:

1. Support the Subject Leader in leading, managing and developing the subject (including setting clear targets) ensuring all departmental work meets the ethos, aims and objectives of the wider school.
2. Oversee areas of the curriculum and be responsible for the production, monitoring and evaluation of Schemes of Work to ensure student needs are met.
3. Plan, implement and evaluate strategies to promote progress for all students
4. Participate in the Quality Assurance programme to carefully and regularly monitor and evaluate:
  - Student progress and to plan and implement intervention accordingly to enable all students to achieve their best.
  - Staff within the department to ensure they are working to school policies, contributing to school and departmental targets and working to help every student achieve their best.
5. Share line management responsibility with the Subject Leader
6. To promote good quality, innovative teaching and learning opportunities (including extra-curricular activities) for all departmental staff to enrich learning for all students
7. Attend any relevant meetings
8. Participate in the collaboration and sharing of good practice at a whole school level.

All Assistant Subject Leaders will teach a designated number of lessons and will undertake and fulfil the responsibilities of a classroom teacher which includes the role of a form tutor:

1. Teach across the age and ability range to and including GCSE, in a professional manner, with full regard to the aims and objectives of the subject and current programmes of study.
2. Raise the contribution of the subject as part of the development of the whole child.
3. Provide a colourful, stimulating, supportive and challenging environment for learning.
4. Employ a wide range of pedagogical strategies to meet the needs of all students
5. Gather and use assessment data to plan and implement effective intervention work.
6. Follow agreed procedures on matters such as marking and providing feedback on student work, record keeping, report writing, disciplinary matters and the setting of homework.
7. Attend area, department meetings and parents' consultation meetings and other events within the annual calendar.
8. To actively support the collegiate responsibilities within the main teaching area, addressing aspects of delegated responsibility as appropriate.
9. Help draw up the school and department evaluation and development plans.
10. Perform such reasonable duties as required by the Headteacher, Deputy Headteacher and Head of Year.
11. To respond to the entitlement of all staff to professional development through an induction process and through his/her personal growth according to the Continuing Professional Development/Performance Management Scheme.
12. To promote the general progress and well-being of individual students and of any class or group of students assigned to him/ her principally but not exclusively as a form teacher.
13. Carrying out general administration, delivering appropriate material to tutees and attending assemblies & tutor time as a form tutor.
14. Take an equitable share of statutory duties.

#### **PEOPLE RESPONSIBILITIES:**

1. Support the Subject Leader in line management for department members.
2. To liaise with the other TLR holders and Subject Leader on a regular basis
3. UPS teachers are required to make a 'substantial and sustained' contribution to the wider life and ethos of the school. This may include the coaching and mentoring of other staff members.

#### **WORK RESPONSIBILITIES:**

1. Teaching timetable and tasks in accordance with the job description of subject teacher.
2. To complete an agreed list of tasks within the Department.

#### **SAFEGUARDING RESPONSIBILITIES:**

1. The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults she/he is responsible for, or comes into contact with.

#### **FINANCIAL RESPONSIBILITIES:**

#### **BUILDINGS AND EQUIPMENT RESPONSIBILITIES:**

#### **SPECIAL CONDITIONS OF EMPLOYMENT**

##### **NO SMOKING POLICY**

The School operates a 'Non Smoking' policy. As such, the post holder is required to refrain from smoking in any School workplace.

**HEALTH AND SAFETY**

The post holder will be responsible for their personal Health and Safety as per the Schools Health and Safety Policy.

**INFORMATION QUALITY**

You are responsible for ensuring that you comply with the School's Information Quality Standards

**TRAINING AND DEVELOPMENT**

The School is committed to personal and organisational development of the individual.

The post holder will be encouraged to contribute to identify and meet job related development needs.

**DATA PROTECTION**

As an employee of the School, the post holder is expected to comply with the provisions of the Data Protection Act 1998.

**EQUAL OPPORTUNITIES**

The School is committed to a wide range of diversity issues including Equal Opportunities.

As an employee of Lode Heath School the post holder is expected to demonstrate a commitment to a wide range of diversity issues including Equal Opportunities.

**Job description reviewed by: L Suddon**

**Date: Feb 2018**