

Notre Dame High School Job Description

Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title	Director of Science
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Salary	Leadership Scale L5-9 (£52,074 - £57,482 per annum pro rata)
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Purpose of the Job	To lead and manage the Science department so that students receive the highest quality education, leading to excellent progress for all.
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Responsible To	SMT link for Science
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Responsible For	The line management of the Science Department
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Level of Contact with Children & Degree of Responsibility	Level of Contact with Children	High
	Degree of Responsibility for Children	High

Conditions of Employment	<p>The conditions of employment for teachers are defined in the current School Teachers' Pay and Conditions Document.</p> <p>The postholder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.</p> <p>The postholder will also be expected to endeavour to implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as learning and caring community committed to following Christ's teaching.</p>
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Primary Responsibilities:

The Director of Science is responsible for:

1. Leading on the overall development of the quality of education within the subject so that teaching programmes are appropriate for all learners and result in all pupils making at least expected progress.
2. Leading on those aspects of the Science department that span all three sciences. These include:
 - a. Timetabling
 - b. Health and Safety
 - c. Overall Science budget
 - d. Technicians
 - e. Organisation of KS3 Science and KS4 Combined Science (curriculum design and assessment of each individual science remains the responsibility of individual Heads of Science).
 - f. Exam entries
 - g. Ensuring standard approaches and systems across the Science Dept to support staff workload and wellbeing.
3. Line managing Heads of Science and Senior Technician.
4. Supporting the Catholic ethos of the school and its ambition to continually raise standards and achievement.

The Director of Science will be expected to work with the Heads of Science to achieve the above by:

1. Maintaining a strong team and excellent relationships with staff, students and parents:
 - a. Fostering a collaborative approach where colleagues offer and accept support and challenge
 - b. Maintaining highest standards in expectations of quality relationships in the classroom
 - c. Developing and maintaining proactive communication with parents
 - d. Maintaining an open and non-defensive approach to suggestions and concerns raised by colleagues, students and parents
2. Leading Teaching & Learning to ensure outstanding progress for all children:
 - a. Working with the wider Science department to form a clear vision for quality teaching of the subject, informed by understanding of pedagogy and evidence of the most effective practice from within the department and beyond
 - b. Ensuring all members of the Science team access and engage with continuing professional development appropriate to their stage of career so that all teachers have the support and challenge that enables them to thrive
 - c. Maintaining strong quality assurance and improvement planning activity within the Science department, based on self-reflection informed by well-focused learning walks, cross observation and data
 - d. Leading the team in collaborative planning, particularly in the development of medium and long term schemes and high quality shared resources

3. Managing people and departmental resources to ensure efficient operation of the department in achieving aims:
 - a. Day to day management of challenges such as staff absence to minimise impact on students and the rest of the team
 - b. Planning effective use of meeting time and share out departmental activity

Additional Responsibilities:

Other duties and tasks as requested by the Headteacher in the light of the school's development and changing priorities and commensurate with being a post-holder paid on the Leadership Scale.

To share responsibility for the school's commitment to safeguarding and promoting the welfare of children and young people.

General Duties

This is in addition to the duties and responsibilities laid down in the national Teachers' Conditions of Service.