****CARDINAL WISEMAN CATHOLIC SCHOOL

**JOB DESCRIPTION HEAD OF SCIENCE**

Salary: MPS/UPS + TLR 1C currently £11,247

**Responsible to:** Deputy Headteacher (Teaching and Learning)

**Responsible for:** Teaching staff and any other relevant personnel within department

**The Role**

* To provide outstanding leadership in all areas of the Science Department.
* To have high expectations of self and others within the context of a highly inclusive and supportive catholic ethos.
* Meeting leadership expectations at Cardinal Wiseman Catholic Technology College

**Leadership expectations**

All staff in leadership positions have high expectations of students, colleagues and themselves. They challenge every individual to make the most of their skills and talents:

* Demonstrate high levels of ambition and optimism regarding what the school and its students will achieve
* Exemplify expectations of the school at all times
* Provide strong and positive leadership for the promotion and implementation of school policies

and plans

* Challenge staff underperformance and failures to implement expected practice and follow school policies and take corrective action as necessary
* Set and reach challenging targets for themselves and their team
* Set and reach challenging targets for the staff they line manage and monitor their progress closely
* Take full responsibility for all aspects of their area of responsibility

**Subject Leader expectations**

* High quality teaching and student progress in the subject area
* Ensure the teaching of engaging and effective lessons that motivate and inspire and improve student achievement and attainment
* Ensure that all lessons in the department are well planned in accordance with the school’s teaching and learning policy
* Ensure that quality departmental plans and schemes of work are developed, consistently implemented and regularly reviewed
* Ensure that students make good or outstanding progress towards individual, department and

school targets

* Ensure that all students receive high quality formative feedback and that this is evident in the

marking of work

* Provide leadership and direction in the use of data to inform planning, target setting and raising

achievement and attainment

* Lead collaborative planning and development in the department and a professional dialogue

informed by lesson observation

* Ensure that whole school improvement initiatives are fully implemented at department level
* Ensure that teacher assessments are accurate and regularly moderated within the department and beyond
* Ensure that subject based intervention plans are implemented for under-achieving students
* Monitor and evaluate the quality of teaching and learning in the context of the school’s self-review framework
* Ensure that the department makes high quality provision for gifted and talented students, those with English as an additional language and those with special needs
* Ensure that all teachers and support staff in the department implement the school’s behaviour policy consistently
* Ensure that subject reports follow school policy
* Ensure that parents are kept well informed about success and any issues concerning their children’s learning
* Develop and implement high quality teaching of literacy and numeracy
* Ensure that due attention is given to teaching personal, social, moral and spiritual aspects

CPD of staff

**Departmental Management**

* Line manage teaching and support staff and be responsible for their performance management
* Prepare and present budgets and bids to provide resources to enhance teaching and learning within the subject area; monitor the budget effectively
* Manage the department’s human and physical resources and focus them on raising achievement and attainment
* Meet deadlines for the submission of assessment data, information, reports and other returns
* Organise professional development to meet the needs of department members
* Lead the department’s contribution to school liaison and marketing activities
* Lead the development of effective subject links with partner schools and the community
* Help plan and deliver consultation and marketing events for parents and the wider community
* Lead the development of effective subject links with external agencies

**Personal Qualities**

* Undertake other various tasks as directed by the line manager or Headteacher
* Observe lessons as required by school policy. Provide detailed constructive feedback to teachers on strengths, weaknesses and targets for improvement.
* Ability to enthuse staff and translate vision into practice
* Ability to relate to students, motivate them to succeed and engender a desire for learning
* Ability to communicate on all levels effectively, interestingly and accurately to all levels of audience within a school
* Ability to manage time and workload effectively
* Ability to formulate effective relationships with outside agencies
* Ability to contribute to the coherence, effective planning, implementation and evaluation of the School Improvement Plan and School Self Evaluation
* Knowledge and understanding of national educational priorities and developments
* The needs of students from a varied social demographical area
* Is committed to the principles of inclusion and equal opportunities

**Equal Opportunities and Educational Commitment**

* A proven commitment to inclusion
* A proven commitment to curriculum access and opportunity
* A proven commitment to comprehensive education
* Support the school unreservedly in its commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults

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HEAD OF SCIENCE MPR/UPR + TLR 1C \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSON SPECIFICATION**

Post: Head of Science

Pay Spine: MPS/UPS + TLR 1B £9102

Date: Easter 2018

Responsible to: Deputy Headteacher

**1. QUALIFICATIONS AND TRAINING**

* Qualified Teacher Status
* First Degree or equivalent
* Evidence of continuing professional development

**2. EXPERIENCE**

* Extensive experience of leading, co-ordinating and monitoring across the Science Department or of a significant area within the Science Department (e.g. KS3/KS4)
* Clear evidence of line managing a team of staff
* Clear evidence of successful teaching across the full ability and age range and at examination level
* Clear evidence of raising student achievement within a successful department
* Experience of raising the achievement of targeted groups (eg: SEN, EAL, BME, boys, G&T)
* Implementing curriculum development that has lead to raising standards/improvements in the departments teaching and learning / assessment for learning

**3. KNOWLEDGE AND UNDERSTANDING**

* Up to date knowledge of the curriculum
* Strategies for social inclusion, personalised learning and differentiation across a mixed ability range
* Current national developments in education, teaching and learning

**4. SKILLS AND QUALITIES**

* Effective organisational skills with the ability to meet deadlines
* Ability to gather, analyse and interpret data for effective target setting
* Dynamic and innovative approach to teaching and learning
* Ability to assess and promote students’ progress in a variety of ways
* Good interpersonal and communication skills
* Confident use of ICT
* Ability to plan strategically in order to raise achievement
* Ability to lead and influence others
* Ability to build positive working relationships with colleagues and provide support through coaching/line management
* Ability to write clear concise reports
* Ability to carry out lesson observations, provide feedback and set suitable targets
* Ability to lead, manage and implement changes to the curriculum
* Ability to motivate and effectively manage students in large groups and individually
* Commitment and contribution to School Equal Opportunities Policy

**5. Personal Attributes**

* Commitment to the comprehensive ideal, social inclusion and to raising standards for all students
* To be interested in young people, how they learn and in developing ways of removing barriers to learning
* Interest in developing interventions to counteract disadvantage, prevent underachievement and improve the literacy levels of all students
* To believe in the importance of team work and a collaborative approach
* Commitment to and understanding of collective responsibility and distributed leadership
* Flexible approach and a sense of proportion
* Ability to work hard with competing deadlines, prioritising appropriately and maintaining good humour