**Job Description**

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| **Position Title** | **Senior Teacher (including Head of Science)**  |
| **Employer** | Chulmleigh Academy Trust |
| **Main Location** | Chulmleigh Community College |
| **Reporting to** | Executive Headteacher, Designated member of SLT |
| **Effective date of JD** | February 2014 |

**PURPOSE OF ROLE:**

**The Senior Teacher is a member of the College Senior Leadership Team (SLT) who will undertake a dual role:**

1. **A middle leadership brief**
2. **An aspect of whole school leadership to be agreed with the Executive Headteacher.**

**The Senior Teacher will take part in all senior leadership work associated with the College to include but not exclusively, SLT meetings, line management of other middle leaders and staff duties.**

The Head of Science will be expected to lead and co-ordinate all work in the curriculum relating to Science. Pupils will follow a differentiated course based around national requirements of study at key stage four and agreed an aspirational devised curriculum in key stage three.. Candidates should be able to teach the full ability range. It is essential s/he is able to take a broad view of the curriculum and can lead the team in developing appropriate whole College policies. There is also an expectation regarding the development of the subject and related clubs and activities.

**RESPONSIBILITY** **FOR:**

The leadership of people, including students, teachers and ancillary staff; the management of curriculum development and implementation; and the management of resources, including equipment, accommodation and finances.

**MAIN ACCOUNTABILITIES**

The Head of Science should be a well-qualified teacher with a proven organisational ability and a good track record of curriculum development. S/he should be committed to developing the College’s provision for study in the subject area and be able to respond effectively to current issues concerning the curriculum, development and teaching and learning.

1. Maintain a positive ethos within the curriculum area, which values each individual and contributes to a learning community.
2. Development of teachers’ skills and professional qualities.
3. Management of curriculum opportunities for students of all abilities, aptitudes and interests.
4. Management of resources - human, physical and financial, including those from sources other than from the School Budget Share.

**MAIN TASKS**

The Curriculum Manager for Science will undertake his/her duties in accordance with the School Teachers Pay and Conditions Documentation and is responsible to the Executive Headteacher and nominated member of SLT:

1. The internal well being and running of the area in accordance with the aims and policies of the College.
2. The development, implementation and evaluation of the annual department improvement plan.
3. The spending of general allowance within the College guidelines.
4. The production of statements of policy, syllabuses, handbooks and Schemes of Work operating and required throughout the curriculum area.
5. Lesson preparation, standards, marking and assessment, reporting, profiling and record keeping of teachers within their team, including supply teachers.
6. Ensuring high standards of student work and behaviour in their curriculum area and adjacent corridors to include corridor displays.
7. The content, appropriateness, legibility, quality of teaching materials, worksheets and examination papers in the curriculum area.
8. All matters to do with pupil progress and assessment within the curriculum area, to include internal and external examinations.
9. Ensuring that the requirements of the National Curriculum are fulfilled.
10. The induction and training of teachers within their team, including Initial Teacher Education, and other students.
11. Liaise, as appropriate, with primary and post 16 education.
12. Fulfil the role of Form Tutor.

Appendix 13

**Additional Responsibilities of Senior Teacher**

Attending a regular weekly meeting with Executive Headteacher and Deputy Executive Headteacher at the end of a school day where the focus will be upon improving teaching and learning.

Working with the Deputy Executive Headteacher to further improve the quality of teaching and learning by developing effective strategies to:

1. Reduce small pockets of in-school variation and inconsistency
2. Develop a staff training programme which is focussed completely on teaching and learning
3. Contribute to proposals affecting the delivery of teaching and learning
4. Contribute to proposals regarding CPD relating to teaching and learning

Take responsibility for the running of the school if the Executive Headteacher and Deputy Executive Headteacher is absent.

**This document outlines the duties required of the post-holder for the time being to indicate a level of responsibility. It is not a comprehensive or exclusive list and from time to time duties may be varied.**

**LOCATION**

**The post holder may be required to work at any school which is currently within or in the future joins the Chulmleigh Academy Trust chain of academies, either on a temporary or permanent basis according to the operational needs of the Trust.**