

Job title: Director of Science

**Salary:** See job advert

Hours: See job advert

Contract type: Full Time, Permanent

Reporting to: Executive Director

Responsible for: All teaching staff within the Department of Science

# Main purpose

The Director of Science, under the direction of the senior leadership team, will:

* Determine the strategic development of the science department, delivering high quality lessons for KS4 and KS5, GCSE and A Level Science qualifications
* Be responsible for day-to-day operation of the science department
* Provide professional guidance to colleagues, working closely with staff, parents and other agencies
* The Director of Science will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers’ Pay and Conditions Document.

# Duties and responsibilities

Strategic development of the Science Department

* Have a strategic overview of the provision of science subjects at UTC Reading
* Be responsible for monitoring and reviewing the quality of provision
* Contribute to the development of a clear strategic vision and direction for the continued development of quality of teaching in science in the UTC through contributing to the development of relevant sections of the Whole School Development plan in consultation with the leadership team.
* Ensure the required policies are put into practice, and that the objectives of this these policies are reflected in the departments improvement plan
* Maintain an up-to-date knowledge of national and local initiatives associated with the teaching of science which may affect the school’s policy and practice in this area
* Evaluate whether resources are being deployed effectively within the department to ensure value for money whilst achieving positive outcomes for all

Operation and Coordination of the Science Department

* Provide guidance to colleagues on teaching students within the department
* Manage the department annual budget to ensure that funds allocated are appropriately spent to ensure teaching and learning is efficient and effective and the outcomes are positive.
* Stay ahead of the game with regards to changes in curriculum specifications for all science subjects to ensure the subjects meets the requirements of the performance tables whilst preparing UTC Reading students for the world of work.
* Analyse assessment data for students studying science subjects
* Implement and lead intervention groups following the analysis of data to ensure all students are making rapid progress in their science subjects.
* Work with our industry partners to create real world contextualized learning opportunities for students studying science subjects
* Work with our Head of Employer Engagement Strategy to innovate through project based learning initiatives with science business partners.
* Enable every student to become a successful independent learner of science

Leadership and management

* Work within the leadership team to ensure the efficient and effective operation of the UTC at all times
* Assisting in ensuring that the curriculum offer in science is appropriate for all students and is supported by high quality teaching, learning and assessment
* Assist in the recruitment of new staff to the science department ensuring compliance with best practice and all legal requirements, in particular with reference to safeguarding.
* Actively promote and deliver high quality appropriate personal and professional development of all staff, taking a lead with their own development
* Lead the Performance Management of relevant staff, ensuring that underperformance is dealt with effectively and that achievement is celebrated and rewarded
* Extend the profile and network of the UTC to ensure opportunities for all science staff to engage in cutting edge practice and innovation.
* Work with the Leadership Team to develop full school initiatives, share best practice and innovate through education

# Person specification

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| Criteria | Qualities |
| Qualifications | * Qualified teacher status * Degree |
| Experience | * Science teaching experience of KS4 and KS5 (14-18 year olds) * Experience of working in a curriculum team and bring about rapid progress * Involvement in self-evaluation and development planning within departments * Experience of or a desire to lead and manage a group of staff to ensure high performance |
| Skills and knowledge | * Sound knowledge of current challenges within the educational climate along with changes coming in the future related science qualifications * Understanding of what makes ‘quality first’ teaching, and of effective intervention strategies * Ability to plan and evaluate interventions * Data analysis skills, and the ability to use data to inform provision planning * Effective communication and interpersonal skills * Ability to build effective working relationships * Ability to influence and negotiate * Good record-keeping skills * Proficient in the use of all computing systems along with core Micorsoft office programmes |
| Personal qualities | * Commitment to getting the best outcomes for students and promoting the ethos and values of the UTC * Commitment to equal opportunities and securing good outcomes for students within the computing department * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality * Sense of Humour and emotional intelligence |