#

**Job Description**

**Second in Science**

**Purpose of the Role:**

To support the Head of Science in leading, managing and developing the department, maximising achievement and progress in Science.

**Responsibilities:**

***Second in Department***

* To lead the pupil achievement and progress in a given key stage.
* To assist the Head of Subject in leading, managing and developing the department including:
* curriculum provision & development
* quality control systems
* data management
* communications
* departmental resources
* To deliver INSET and CPD sessions as required
* To lead extra-curricular activities

***Teaching***

* To teach, pupils according to their educational needs, including the setting and marking of all class work and coursework carried out by pupils
* To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
* To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
* To ensure a high quality learning experience for pupils.
* To prepare and update subject materials.
* To use a variety of delivery methods that will stimulate learning appropriate to pupil needs and demands of the curriculum.
* To maintain discipline in accordance with the School procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and home learning.
* To undertake assessment of pupils as requested by external examination bodies, curriculum areas and School procedures.
* To liaise with the SENDCO and the form tutor over SEND pupils, modifying teaching accordingly.

F***orm Tutor***

* To support pupils in all aspects of their School life and in preparation for their adult life
* To develop an understanding and knowledge of each pupil as an individual
* To enable pupils to play an active role in all aspects of the tutorial and PSHE programme
* To undertake administrative-related tasks

***Duties***

* To undertake duties before School and at break, on a rota basis.
* To play a full part in the life of the School, to support its mission and ethos

***Health and Safety***

* To support the Head of Subject in ensuring the departmental area is a safe environment, completing risk assessments and any other necessary health and safety documentation for direct reports

**General**

* To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
* To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace