



REDBORNE UPPER SCHOOL AND COMMUNITY COLLEGE

JOB DESCRIPTION

JOB TITLE: HEAD OF SCIENCE FACULTY

RESPONSIBLE TO: Head Teacher

HEAD OF FACULTY : Main duties and responsibilities

LINE MANAGER : Deputy Headteacher

1. To coordinate the aims of the constituent Departments to formulate a statement giving common Faculty aims and specific Department aims, in line with the aims and curriculum policy of the school.
2. To work with the Heads of the constituent Departments in the effective implementation of the work of the Departments.
3. To produce an annual Faculty development plan and self-evaluation, which coordinates the plans of the constituent departments and contains detailed plans and priorities for the following year.
4. To develop themes and concepts of teaching and learning common to the members of the Faculty.
5. To work with members of the Faculty and Heads of other Faculties in co-ordinating the content of syllabuses and Schemes of Work to avoid unnecessary repetition and encourage helpful progression.
6. To work with Heads of department and Senior Staff in planning curriculum development.
7. To encourage liaison with Middle Schools, Subject Advisers, Adult, Further and Higher Education.
8. To convene and chair regular Faculty meetings, draw up agendas and ensure minutes are written and distributed.
9. To encourage positive attitudes and a sense of teamwork.

10. To coordinate INSED in the Faculty and promote staff development.
11. To advise Senior Management on staffing needs and issues.
12. To participate in the appointment of new staff and their induction.
13. To assist the Deputy Head in preparing the Faculty timetable.
14. To represent the views of the Faculty and the views of individual staff to Senior Management, especially at meetings of the Senior Consultative Group.
15. To communicate and explain to members of the Faculty the views and policies of Senior Management and the Senior Consultative Group.
16. To produce a Faculty Handbook which should be updated annually.
17. To implement school policies within the Faculty.
18. To promote effective implementation of cross-curricular policies within the Faculty.
19. To liaise with other Faculty Heads and coordinators to develop cross-curricular links.
20. To coordinate and manage resources i.e., preparing Faculty estimates of resource needs, manage the allocation of resources and oversee expenditure during the financial year to ensure limits are not exceeded.
21. To coordinate the work of the Faculty in order to achieve common standards of behaviour and discipline in line with the aims of the school.
22. To monitor the work of the Faculty throughout the year.
24. To advise Senior Management on matters of school policy.
25. To contribute at Senior Consultative Group level to discussion and consideration of school policies from a whole school viewpoint.

SUBJECT TEACHER: Main duties and responsibilities

1. To plan and prepare courses and lessons.
2. To teach, according to their educational needs, those students assigned to the teacher.
3. To set and mark homework.
4. To assess, record and report (including oral and written assessments, reports and references) on the development, progress and attainment of students, in each case having regard to the curriculum of the school.
5. To communicate and consult with the parents/guardians of students.

6. To communicate and cooperate with persons or bodies outside the school.
7. To participate in meetings arranged for any of the purposes described above.
8. To review from time to time teaching methods and programmes of work.
9. To participate in arrangements for further training and professional development.
10. To advise and cooperate with other colleagues (individually or in groups) on the preparation and development of schemes of work and materials for teaching and/or assessment.
11. To ensure good behaviour amongst students and safeguard their health and safety both when they are authorised to be on school premises and when engaged in authorised school activities elsewhere.
12. To participate in meetings at the school relating to the curriculum or the administration or organisation of the school.
13. To cover for colleagues absent through illness, or through participating in staff development activities, or educational visits.
14. To participate in arrangements for preparing students for public examination, recording and reporting relevant assessments, participating in arrangements for student presentations and supervision during internal and external examinations.
15. To assist, where appropriate, in the induction of students and newly qualified teachers.
16. To participate, as required, in the review development and management of activities relating to the functions of the school.
17. To register the attendance of students in class.
18. To supervise students as a member of one of the duty teams identified each term.

OTHER DUTIES AND RESPONSIBILITIES:

- To comply with Redborne's commitment to safeguarding and promoting the welfare of children and young people.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To undertake any other duties of a similar level and responsibility as may be required.