



St Bonaventure's



Assistant Curriculum Leader in Science - Job Description

Responsible to: Curriculum Leader For Science

Appointment: Full time

Scale: MPS / UPS as appropriate

Salary: TLR 2c (Inner London Area)

Purpose:

To be accountable for high standards of student progress within the Science team. To be involved in monitoring and evaluating student progress and implementing strategies for effective intervention. To take responsibility for the development of Teaching and Learning in the Science team. To be involved in monitoring and evaluating Teaching and Learning and implementing strategies for securing and sustaining effective classroom practice. To lead and manage a successful team.

Liaison with: Other Assistant Curriculum Leaders
SLT

Responsibilities:

Middle Leader

- To develop, lead and manage an Outstanding Science team.
- To monitor the planning, record keeping, marking, teaching, homework and assessment of the Science team.
- To assist in the development of a common assessment.
- To organise events that raise the profile of Science.
- To attend all evenings that are held, to inform parents of school curriculum, interventions, student progress or pastoral care.
- To ensure that team members are observed each term and to develop a Peer observation and mentoring programme.
- To willingly offer CPD to all members of the school community.

Intervention

- To monitor the progress of students with regards to progress in Science, identifying suitable and appropriate strategies to raise achievement levels in all students.
- To participate in and organise strategies to raise progress levels in all students.
- To liaise with parents to ensure that they are fully involved and informed about all issues of progress and intervention.

Organisation and Management of the Team.



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- To contribute to the maintenance and development of the school's ethos, values and overall purpose.
- To organise, develop and collate Programmes of Study and Schemes of Work, ensuring that all team members fully participate in the production of all teaching resources.
- To coach and mentor team members and encourage them to engage in appropriate CPD.
- To ensure that Teachers on the Upper Pay Range fully contribute to the Science team.
- To use meetings to share good practice, cascade training and to inform team members of any changes to national guidelines and procedures.
- To be involved in the allocation of the teams capitation for resources, that ensure outstanding Teaching and Learning.
- To assist the Curriculum Leader in ensuring that progress measures in Science are equal to or better than the school measures.

Student Care

- To be responsible for the effective monitoring of student welfare, progress and behaviour in Science.
- To assist with the management of behaviour and student safety in the school.
- To guide and instruct other members of staff with regarding to positive behaviour management.
- To contribute to the Catholic ethos of St Bonaventure's.

Management of Staff

- To be responsible for line management and performance management of specific individuals, being an effective Appraiser.
- To manage and lead a successful team of Science teachers.
- To be fully involved in all elements of the school monitoring and self evaluation process.
- To participate, when necessary, in the recruitment and development of all staff.
- To provide professional advice and support and identification of training needs.
- To lead by example as a teacher and as a manager, achieving high standards of student attainment, behaviour and motivation through effective teaching.

Relationships

- To be responsible for fostering positive relationships within the Science team and across the school.



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- To help in maintaining and developing effective communications and links with parents to provide positive responses to concerns and problems.
- To develop and maintain positive links and relationships with the community and all external agencies.
- To monitor the standards of behaviour and achievement and intervene and support as necessary.

General Duties

- To undertake other duties and responsibilities as required by the Curriculum Leader and SLT commensurate with the grade of the post.
- To ensure that a high level of adherence to all of the Teachers' Standards is maintained at all times.

Person Specification

Experience:

- Has shown the ability to be an outstanding leader.
- Shows the ability to be a consistently outstanding classroom practitioner in the subject of Science.
- Has taught classes at all ages and all abilities.
- Able to demonstrate that students within their care make good or better progress.

Skills:

- An understanding of how data is used to inform decisions.
- Able to identify success in cohorts of students and intervene as required.
- Excellent written and verbal skills
- Excellent organisational and planning skills.
- Able to relate to all staff in the school.
- Able to work on one's own, using one's own initiative.
- A good working knowledge of ICT, modern technologies and School Management of Information systems.
- A good knowledge of Positive Behaviour management strategies.
- Able to reduce tension in all relationships.

Qualities:

- Passionate about teaching.
- Understands that education has the ability to change lives.
- Loves working with children.
- Effective communicator.



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- Confidential.
- Trustworthy and honest.
- Committed to improving the life chances of children.
- Enthusiastic.
- Caring, sympathetic, nurturing.
- Confident, positive and flexible.
- Supportive of the Catholic Faith and identity of the school.
- A calm disposition.