

WILLIAM ELLIS SCHOOL

JOB DESCRIPTION

Post title:	Head of Science	Grade:	Leadership Spine L8 – L12
Team(s):	Extended Leadership Team Leading a Department Team Member of a Pastoral Team	Report to:	Senior Leadership Team

The responsibilities in this Job Description are in addition to the duties set out in the School Teachers' Pay and Conditions Document.

PURPOSE

The key purposes of this post are to:

- Ensure high standards of teaching, learning and assessment in the department leading to excellent student progress and outcomes
- Build a collaborative team that is knowledgeable and enthusiastic about their subject and highly skilled in meeting the learning and development needs of students

INTRODUCTION

Heads of Department play a pivotal role in raising standards. They lead by good example and take full responsibility for all aspects of the work in their department. They play a full part in encouraging a collaborative, aspirational and secure working environment through the school. Heads of Department contribute to the formation and implementation of school policy. They are ambassadors for their school and for their team.

Heads of Department work under the general direction of the Headteacher and line managed by a member of the senior team. Heads of Department line manage members of their team and may line manage other post holders.

ACCOUNTABILITIES

The post holder is accountable for:

- The effectiveness of their leadership and management
- The quality of education in their department
- The contribution their department makes to student personal development and supporting the ethos and expectations of the school.

GENERIC RESPONSIBILITIES OF TEACHERS ON THE LEADERSHIP SPINE

- To support and promote the strategic ambitions and intentions of the school.
- To contribute to the operational running of the school e.g. through taking a share of duties, supporting school events
- To work with all stakeholders to translate the schools' aims into agreed objectives, improvement practices and operational plans.
- To lead, manage and participate in school monitoring and self-evaluation activities.
- To work within the senior and extended leadership team to help plan, organise, develop, monitor, evaluate, and review the school development plan.
- To contribute to action planning and target setting as appropriate.
- To produce, implement and monitor sharp evidence-based improvement plans.
- To ensure that learning is at the centre of strategic planning and resource management.
- To motivate and work with others to create a shared culture and positive climate.

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- To ensure a realistic consistent and continuous departmental focus on students' achievement, using data and benchmarks to monitor progress in students learning.
- To cooperate and work with relevant agencies to protect children.
- To monitor, evaluate and review classroom practice and provide improvement strategies.
- To challenge underperformance at all levels and ensure effective action to address issues.
- To implement strategies which secure high standards of behaviour and to take an active role in managing the behaviour of students in the department.
- To attend meetings out of hours, as reasonably required.
- To produce and present coherent, understandable and accurate account of department performance to a range of audiences e.g. Governors, parents, carers.
- To create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development.
- To seek opportunities to bring families, community figures, businesses and other organizations into the school, and strengthen its links with the wider community.
- To promote the school and establish links with other schools and organisation to benefit the education and experience of students and staff

SPECIFIC RESPONSIBILITIES:

- To develop a clear vision for the science department.
- To promote the department and its subject(s) and ensure strong take up at KS4 and post-16
- To ensuring all the requirements for high quality provision are in place and kept under review
- To evaluate the quality of education across the department
- To working collaboratively with others in the school and across the LaSWAP consortium, taking a leading role when required
- To have overall responsibility for health and safety in the Science Department

Curriculum

- To design and implement a curriculum that promotes the distinctive subject discipline(s) of the department, and enables all students to work towards these.
- To collaboratively develop and publish an annual department development plan which responds to the department and school's development priorities.
- To keep programmes of learning under regular scheduled review and development and that these are supported by high quality learning and teaching resources.
- To coordinate the work of all staff in the department to ensure excellent student engagement, progress and outcomes.
- To ensure that departmental teaching practices are responsive to students' individual needs.
- To ensure effective day-to-day teaching in the department including setting suitable cover work when required.
- To implement assessment and monitoring procedures that effectively and efficiently inform teaching and learning.
- To prepare and using high quality career and course guidance for students.

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- To ensure parents have adequate knowledge of the work of the department with reference to their child's stage of learning through the school website and direct contact.
- To develop, explore and engage in cross-curricular work and links.
- To lead a subject specific enrichment and extra-curricular programme that includes links to the world of work and makes full use of the school's resources including The Mill and the school's location.

Leadership and management

- To give support and guidance to all in the department team and to develop a collaborative team.
- To encourage a positive ethos within the department and effective working relationships.
- To ensure the team are aware of and adhere to school policies including monitoring student attendance, homework, behaviour management, use of praise and concern, rewards, report writing and assessments.
- To keep your line manager informed of particular achievements of departmental staff or issues they might be facing.
- To induct teachers, trainees and new staff as appropriate.
- To liaise with the tutor in charge of NQTs/Beginner Teachers, arranging productive preliminary visits, suitable timetables and assisting with the completion of reports.
- To lead the team and, as necessary, cross curricular meetings to ensure efficient communication throughout the school, organising agendas.
- To support the efficient running of the school by keeping the team well informed of deadlines and priorities and ensuring staff are prepared and punctual to lessons, delivering consistently good quality learning.
- To line manage departmental staff, including completing or contributing to their annual appraisal/teaching development programme. Line managing other post holders as required.
- To ensure effective planning, allocation, support and evaluation of work undertaken by the team and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- To liaise effectively with external support and challenge e.g. inspectors, advisors and other agencies.
- To celebrate and publicise the achievements of students and staff, including on the school website.
- To liaise effectively with other staff including SENDCO, EAL coordinator, other members of the Student Support Team, form tutors and Heads of Year.

Administration, organisation and environment

- To allocate students to teaching groups and maintain up-to-date class lists.
- To ensure student records are stored securely and appropriately.
- To ensure all departmental teaching rooms are orderly, attractive and stimulating spaces, including high quality display in and around the departmental teaching areas.
- To ensure any damage/repairs are reported to the Director of Operations.
- To order all curriculum stock and equipment via the Finance Manager.
- To ensure the security of stock/equipment and maintain efficient stock control.
- To liaise regularly with the Director of Operations about resources and finance. Maintain a balance/positive budget
- To ensure efficiency in all aspects of internal and external examination administration within the subject area.
- To ensure that published information (school website, options information) about the department is up-to-date and relevant.

OVERRIDING REQUIRMENTS

This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation. Job descriptions are reviewed annually as part of the appraisal process.

The post holder is expected to:

- Ensure that the School's Equality Policy is adhered to and promoted in all aspects of the post holder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the School's quality assurance procedures and systems.
- Undertake responsibility for safeguarding and protecting the welfare of children, young people and vulnerable adults.
- Comply with and promote the School's Health and Safety policy and procedures and to undertake recommended Health and Safety training as and when necessary.
- Be committed to professional self-development, through participation in service training as necessary for the successful carrying out of the job.
- To regularly review their own practice set personal targets and take responsibility for their own personal development.

COMMENSURATE STATEMENT

- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the school.

ADDITIONAL NOTES

- *Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.*
- *The School takes seriously its responsibilities to ensure all staff have a good work/life balance and any concerns should be addressed to the Headteacher.*
- *This job description may be amended at any time following discussion between the Headteacher and the member of staff, and will be reviewed annually as part of the appraisal process.*

PERSON SPECIFICATION

- **QUALIFICATIONS AND TRAINING:** A graduate with Qualified Teacher Status, recent and relevant professional development that has influenced practice.
- **EXPERIENCE:** A track record of high quality teaching in an inclusive environment leading to high value added outcomes across at least two key stages. Evidence of effective leadership in a curricular or pastoral role.
- **SKILLS:** Skilled user of ICT as a tool for enhancing learning and for such activities as monitoring standards, tracking student progress, presenting information, and communicating efficiently.
- **EXPECTATIONS AND BELIEFS:** High expectations of all students: a belief that all students can achieve and a creative approach to engaging all students. A commitment to social equity.
- **LEADING PEOPLE:** Evidence of providing direction, challenge and support to engage and motivate others to make a positive impact on student progress, enjoyment and/or engagement.
- **DRIVING IMPROVEMENT:** Takes accountability for driving excellence and keeps a continual focus on sustainable improvement through collaborative effort.
- **LEADING PEOPLE:** Strong interpersonal skills: Evidence of securing professionally positive relationships with students, parents, colleagues and external partners. Able to respond sensitively to others.
- **WORKING WITH OTHERS:** Evidence of working with others within school and beyond school boundaries, building partnerships and working collaboratively to enrich students' experience and learning (Desirable)
- **ENTHUSIASM:** Able to demonstrate a love of learning and a love of their subject and evidence of instilling this in others and for seeking opportunities to make this happen.
- **ANALYSIS AND JUDGEMENT:** Able to think through issues systematically and use the evidence available to inform decisions and actions and to evaluate the impact of teaching on student learning.
- **CONFIDENCE AND RESILIENCE:** Demonstrates confidence in their own abilities and resilience when faced with uncertainty and difficulty
- **EQUALITY AND DIVERSITY:** A commitment to Equality and Diversity and the safeguarding of all students