



**Stronger
Together**

Third in Science Department

JOB DESCRIPTION

Queensbridge School
Queensbridge Road, Moseley, Birmingham B13 8QB

JOB PURPOSE

To assist the Head of Department in leading the strategic direction of the department, by improving the quality of provision and ensuring positive outcomes for our pupils. This will involve setting high expectations to ensure the continued delivery of high quality teaching and learning and high achievement of all pupils.

Specific Duties and Responsibilities

To support the Head of Department to:

- Develop and review regularly the vision, aims and purpose for the subject area
- Oversee the planning of the curriculum content, ensuring it is well sequenced and engaging to promote pupil progress
- Ensure the planned curriculum is effectively and consistently implemented
- Make sure there is an effective system of assessment that oversees the progress of pupils to ensure the curriculum has a positive impact on pupils' learning
- Effectively use data to evaluate and improve your curriculum and identify and close any gaps/key cohorts
- Proactively enrich the curriculum with wider learning opportunities with specific focus on key groups.
- Ensuring staff subject knowledge is up to date

Specific Areas of Leadership

- Provide support to staff regarding teaching and learning in KS3 Science
- Support the Head of Department in monitoring teaching and learning by visiting lessons, scrutinising books, and talking with pupils to assess how well the subject area is being implemented and how well it is delivered across KS3 Science
- Maintaining the curriculum timetable in KS3

- Monitor and maintain the STEM curriculum in KS3
- Implement strategies within the department in support of the School's Development Plan and contribute to the Science Development Plan where appropriate.
- Monitor student progress in KS3 Science and put in place effective strategies to ensure that all pupils are able to make progress

General Responsibilities

Teaching

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of pupils' you teach
- Be aware of pupils' capabilities, their prior knowledge and plan teaching appropriately to build on these, demonstrating knowledge and understanding of how pupils learn
- Have a clear understanding of the needs of all pupils, including those with special educational needs; high attaining; disadvantaged; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds and abilities, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- Set homework, in line with school policy, and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and consistently demonstrate the values expected of pupils; Respect, Resilience, Kindness, Leadership and Aspiration
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers about pupils' achievements and wellbeing using school systems/processes as appropriate
- Make a positive contribution to the wider life and ethos of the school

Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment, and well-being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified and provided by the school
- Proactively participate with arrangements made in accordance with the Performance Management Regulations.

Other

- To have professional regard for the ethos, policies and practices of the School and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the Headteacher

Responsible to: Head of Department

Person Specification

Third in Science

A = Application process I = Interview O = Observation T = Task

Education and Training	Method of assessment
Qualified teacher status	A
Degree or equivalent is a relevant subject	A
Willingness to undertake appropriate training and commitment to own continuing professional development	A
Experience and Skills	
Recent and successful teaching experience in the relevant subject area across KS3 and KS4	A
<i>Desirable – experience of leading others</i>	A/I
Excellent classroom teacher with the ability to reflect on lessons and continually improve their own practice.	O
Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve	A/I/T
Clear understanding of the use of data to monitor, evaluate, intervene and drive curriculum development	A/I/T
Understanding of how to adapt teaching effectively to ensure that the needs of different learners are met	A/I
Ability to create a learning environment that values all pupils equally and enables all to achieve with genuine passion for and belief in the potential of every student	O
Understanding and implementation of a range of positive behaviour management strategies	O
Work effectively as part of a team; developing positive relationships with colleagues, pupils, parents and other agencies as appropriate	A/I
Good understanding and competence in ICT	A
Excellent organisational and communication skills (written and verbal)	A
Demonstrate suitability to work with children and this will include motivation, ability to maintain appropriate relationships with children, emotional resilience to challenging behaviour, and attitudes to the use of authority and maintenance of discipline	A/I
Commitment to the safeguarding of children and following relevant policies	A/I

Personal Qualities	
High level of self motivation and energy and enthusiasm for the education of young people	A/I
Ability to work under pressure and prioritise time effectively	A/I
Ability to maintain strict confidentiality of information received and processed as part of the job role	A
Ability to project a professional image for the school	A
Ability to have a flexible approach to work to meet the needs of the school	A

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS and children's barred list check is required for all successful applicants.

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE SCHOOL'S EQUAL OPPORTUNITIES POLICY