



Second in Charge Learning Area for Sciences Job Description

Job Purpose: To support the work of the Director of Learning for Sciences in raising the standards of teaching, learning and achievement in the department, with responsibility for Sciences

Key Responsibilities

- 1. Accountability for Teaching and Learning – to support the DOLA in ensuring that the quality of teaching and learning within the department is outstanding and to lead on the teaching and learning work within Sciences and the key stages of responsibility.**

Key tasks:

- Plan, prepare and deliver outstanding lessons to provide students with the opportunity to achieve their potential.
- Ensure that lessons are engaging and stimulating taking into account individual needs of the students.
- Manage, develop and share resources to enhance teaching of Sciences including the development and selection of suitably differentiated materials for different student groupings such as MOMA students, students with SEN and students for whom English is an additional language
- To ensure that a variety of teaching styles and methods are used throughout the department and are explicit in Schemes of Learning.
- Contribute to objectives of the curriculum area within the school objectives and take part in an annual review of the subject and curriculum area.
- To be responsible for leading relevant and appropriate curriculum planning incorporating whole-school policies
- Prepare lesson plans and schemes of work as agreed with the DOLA.
- To ensure the Behaviour Management Policy is successfully implemented in the department so that effective learning can take place both in classrooms and the department areas

2. Accountability for Leadership - to demonstrate appropriate leadership behaviours which inspires confidence in others, whilst also challenging and supporting colleagues, thereby creating a positive impact at school and department level

Key tasks

- To ensure that students' progress is assessed in line with the school's assessment policy and that the students receive high quality assessment feedback through book marking and assessment in lessons
- To lead on and monitor the assessment work in Sciences and in each key stage
- Create support action plans when teacher's assessment falls below the required standard
- To track student progress through data analysis, focusing on low-mid-high attaining students and pupils subject to pupil catch up and pupil premium,
- To make use of data to set targets for individual students, ensuring pupils and teachers understand the targets which have been set for them
- To regularly analyse and evaluate data to ensure that each cohort is on track towards targets set and identify intervention strategies to support progress.
- To implement and monitor the application of the school's home learning policy within the department and to ensure that home learning is regularly set and marked providing the students' with high quality feedback.

3. Accountability for Leadership – to demonstrate appropriate leadership behaviours which inspires confidence in others, whilst also challenging and supporting colleagues, thereby creating a positive impact at school and department level

Key tasks:

- To implement strategic planning for the department coordinated with the School Development Plan and Department Development Plan.
- To support the DOLA in writing the department action plan and department self-evaluation.
- To promote effective teamwork and motivate staff to ensure effective and professional working relations.
- To deputise for the DOLA, when necessary.
- To participate in the recruitment of department staff, including interviewing for staff and providing effective induction of new staff in line with school procedures.
- To support the department in any open evening or event related to the department as a whole.

4. Accountability for Management – to support the DOLA in the day-to-day management of the department and its staff.

Key tasks:

- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the AVP in charge of cover to secure appropriate cover within the department
- To accept responsibility for the conduct and behaviour of students within the area of responsibility and to be available to help members of staff as problems arise.

5. Accountability for Coaching, Mentoring and Enhancing the Professional Development of Others - to develop and enhance the teaching practice of others, including Beginning Teachers, NQTs and teachers in their early years.

Key tasks:

- To undertake regular lesson observations, scrutiny of students' work and monitoring of colleague's performance in order to give professional feedback to department members as well as to inform department self evaluation.
- To coach and mentor staff in the department in order to support them in their role and in order to raise the standard of both student and staff learning within the department, giving guidance on the choice of appropriate teaching and learning methods in order to help students achieve their full potential.
- ***To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.***

Advisory Responsibilities

- Complete the register accurately.
- Monitor attendance and punctuality, including following-up attendance and punctuality issues and concerns.
- Monitor standards of dress and personal appearance and address any issues as they arise.
- Escort groups to assembly and attend assembly.
- Be responsible for the coordination reports and other records.
- Respond to disciplinary problems as required, referring serious misconduct to the Director of Advisory as appropriate.
- Share information from the Director of Advisory to the Advisory group in a prompt manner.
- Be available to meet parents as appropriate.
- Undertake activities that support learning in tutor periods.
- To have knowledge of the tutorial programme.
- To have knowledge of the SEN and PP students and their targets.

International Academy of Greenwich reserves the right to modify the above contents in order to ensure the needs of the Academy and the students are being met. The above list is not a comprehensive list; it simply outlines the expectations for this role.

International Academy of Greenwich provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability or status.

This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.