

CHINGFORD ACADEMIES TRUST

JOB DESCRIPTION

School:	South Chingford Foundation School
Title of Post:	Head of Science
Grade/Pay Range:	MPS/UPS + TLR 2C
Department:	Science
Reporting to:	LG Line Manager
Responsible for:	Direct line management of Deputy Heads of Science and Senior Science Technician. All Science staff

JOB PURPOSE

- To line manage the Science department.
- To provide high quality leadership and to ensure Science is well managed and organised in a way that meets the aims and objectives of the school.
- To lead and manage all aspects of the Science curriculum
- To provide an effective and efficient teaching service within the Science department.

MAIN DUTIES / RESPONSIBILITIES

1. To lead the Science team by providing a professional, positive, pro-active and creative approach
2. To support the Leadership Group in implementing whole school practice
3. To provide an effective role model in terms of own classroom practice.
4. To promote an ethos of team work and culture of sharing.
5. To observe and review the quality of teaching in the faculty and lead the appraisal process for Science staff.
6. To ensure the smooth running of all administrative issues relating to external and internal exams within their subject.

7. To provide induction and supervise work of all BTs, NQTs and other trainees.
8. To ensure that Support Staff are deployed, managed and appraised effectively.
9. To facilitate Department meetings and circulate agendas and minutes.
10. To assist in the appointment of new staff.
11. To assist in organising the staffing and rooming for the Faculty.
12. To assume a key role in raising standards of attainment in teaching and learning within their Faculty area through close monitoring and evaluation systems.
13. To monitor the progress of all students in the Faculty with planned interventions when necessary.
14. To promote and support inclusion and equality
15. To take responsibility for overall behaviour management within the Faculty to ensure a safe, secure and structured learning environment
16. To ensure that schemes of work are in place that meet the academic needs of all students

Further duties

1. To prepare, teach, mark and evaluate pupil's work according to departmental and school policies.
2. To be able to teach all aspects of KS3 and KS4 Science and KS5 in their subject.
3. To keep detailed records and evidence of pupils' progress to inform target setting and the reporting cycle.
4. To keep informed of curricular developments.
5. To keep informed of whole school policies and to play an active role in implementing them.
6. To attend appropriate parent's evenings.
7. To carry out a share of supervisory duties in accordance with published schedules.

8. To carry out any other reasonable duties as required by LG members.

General

1. These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School.
2. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
3. To be committed to, and comply with, all school policies.
4. To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work.
5. To participate in appraisals annually in line with school policy.
6. To participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfil role effectively.
7. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction.
8. To work effectively and successfully in your team within school.

Other requirements

To have an up-to date Enhanced DBS Disclosure.

Safeguarding

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LWBF in extraordinary

circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of post holder

SignatureDate