

GREIG CITY ACADEMY



Draft Job Description

This Job Description sets out in general terms the management, purpose and responsibilities of a specific job at GCA. It is not intended to be a comprehensive listing of every task that a GCA employee might be called upon to undertake. It is not a legal document, although it may be referred to in the Contract of Employment.

Job Title:	Second in Faculty
Faculty:	Science
Responsible to:	Head of the Science Faculty
Hours:	This is a full-time post.
Salary:	Inner London Main Pay Scale / Upper Pay Scale + £10,407
Key Responsibilities	The management of the KS4 curriculum and deputy to the Head of Faculty

Duties and Responsibilities

You will:

1. be fully aware of, understand and carry out duties in accordance with the school's policies and procedures relating to Child Protection, health and safety, confidentiality and data protection and specifically in accordance with 'Keeping Children Safe In Education', September 2018 and report all concerns to the named Child Protection contacts.
2. support the school's equal opportunities policy and support difference, ensuring each child has equal access to opportunities to learn and develop.
3. establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual pupil's needs.
4. support the school's Christian ethos and work positively and supportively in accordance with the school's plans, policies and procedures.
5. develop and maintain effective and positive working relationships with all staff, parents/carers and the wider community.
6. participate in training and other learning activities as required and attend appropriate professional development courses as identified through post-holders training needs analysis.
7. ensure that the post-holder's line manager is made aware and kept fully informed of any concerns which the post-holder may have in relation to safeguarding and/or child protection.
8. be responsible for your personal professional development and participate in the school's scheme for Performance Management.
9. promote and celebrate the successes of the school and foster a positive image to the local community.
10. model excellent professional conduct with colleagues, students and the wider community, demonstrating high personal standards.

Duties and Responsibilities Specific to This Post

1. Curriculum Management

You will:

- 1.1 ensure the effective delivery of KS4 National Curriculum Programmes of study and syllabi by the careful consideration and implementation of appropriate schemes of work, examination syllabi and appropriate styles of teaching and learning and methods of delivery
- 1.2 be responsible for the setting of internal subject assessments and examinations, recording and reporting within the faculty to ensure that formative, diagnostic and summative processes meet the needs of the students, parents and national requirement and are integral to the teaching and learning process
- 1.3 oversee the preparation and implementation of differentiated homework
- 1.4 plan and implement STEM activities within the Science Faculty and in cooperation with other faculty areas across the school
- 1.5 provide materials for cover and supply teachers when necessary
- 1.6 produce reports concerning associated issues as requested by the Head of Faculty or members of the Senior Leadership Team
- 1.7 administer a database that records and processes student assessment and progression information
- 1.8 monitor the quality of teaching and learning within the department by observing each member of the faculty teaching staff on a regular basis and monitoring samples of work
- 1.9 participate fully in all aspects of the Academy's development plan
- 1.10 keep abreast of current local and national curriculum developments related to the faculty and ensure effective dissemination to colleagues
- 1.11 contribute to the production and regular updating of faculty schemes of work and distributing full schemes of work and resources to all staff teaching within the Faculty
- 1.12 contribute to a Faculty Handbook, ensuring that the policies and procedures reflect the academy policies
- 1.13 help promote the subject by producing displays, attending open evenings and talking to pupils
- 1.14 develop links with parents in order to keep them informed about curriculum, developments in the department and to involve them in their child's education
- 1.15 undertake other tasks as agreed with the Head of Faculty.

2. Staff Management

You will:

- 2.1 encourage a climate of mutual support in which self-confidence and self-esteem can grow and an effective team be established and developed
- 2.2 share responsibility with the Head of Faculty for the training and development of colleagues within the faculty, including the induction of newly qualified teachers
- 2.3 deputise for the Head of Faculty in his/her absence
- 2.4 act as a Team Leader in the Performance Management procedures
- 2.5 ensure that new knowledge and skills are fully utilised by seeking the full involvement of all members of the Faculty through the establishment of performance criteria, the sharing of good practice, lesson observation and in monitoring of students' work
- 2.6 ensure that monitoring, evaluation and celebration are explicit in the management of the department, meeting regularly with individual members to discuss the planning, implementation and review of objectives

- 2.7 assist in the appointment process of staff to the department including, where feasible, supply staff paying due regard to the Academy's Equal Opportunities Policy
- 2.8 establish full consultative procedures within the department as a two way channel of communication
- 2.9 represent the views of the faculty within the Academy
- 2.10 liaise effectively with relevant colleagues as part of the wider management team of the Academy
- 2.11 meet weekly with the Head of Faculty and monitor progress
- 2.12 undertake other tasks as agreed with the Head of Faculty

3 Student Management

You will:

- 3.1 set the highest expectations of standards of achievement and behaviour within the department, faculty and the wider school, establishing and maintaining managerial systems to maximise student potential
- 3.2 identify students with particular needs and liaise with colleagues to ensure that individual student needs are met
- 3.3 monitor and review students' progress and implement changes to ensure that students achieve their full potential in the integrated curriculum
- 3.4 have oversight of the work and behaviour of all students in the area, acting as the first point of referral in matters of care and discipline
- 3.5 share responsibility for the organisation of the shadow/referral system and the taking of departmental detentions
- 3.6 encourage members of the Faculty to lead and consult with students regarding the self-evaluation and ownership of their learning
- 3.7 celebrate and promote student achievement and success
- 3.8 act as a form tutor if required with a commitment to pastoral work

4 Resource Management

You will:

- 4.1 have a joint responsibility for the organisation, accommodation, movement and teaching resources to ensure the most efficient and effective use with minimal loss damage or wastage
- 4.2 share in the decision-making and allocation of resources in the faculty curriculum development planning
- 4.3 action purchase orders and secure delivery of resources and equipment
- 4.4 establish appropriate contacts for the use of external resources
- 4.5 deploy all resources in a fair and equitable way to motivate students and encourage team membership
- 4.6 plan and budget for fieldwork trips and visits

5 Competencies

As contained in the National Standards for Subject Leaders.

6 Attendance at meetings and Development Groups

You will:

- 6.1 meet with the Head of Faculty as agreed
- 6.2 attend Faculty meetings and other meetings as directed by the Head of Faculty
- 6.3 organise and run Faculty and all other meetings appropriate to the agreed areas of responsibility

GCA has a commitment to safeguarding and promoting the welfare of children and has safer recruitment procedures in place for the selection of staff. It is committed to the principle of equal opportunities; we welcome all applicants and value the diversity they bring.

This job description will be reviewed as part of the appraisal process to reflect changing school, faculty and individual needs.

The duties and responsibilities of the post are to be carried out within the provisions of the School Teachers' Pay and Conditions Document and the Greig City Academy contract.

May 2019

Person Specification

You will:

1. be a good classroom teacher capable of planning and delivering interesting and engaging lessons
2. be committed to the equality of opportunity and support our equal opportunities policy
3. have QTS and evidence of additional relevant training
4. be an enthusiastic classroom practitioner with a love for your subject
5. be someone who likes students and wants to get the best out of them
6. have demonstrable leadership and management skills, with the ability to communicate effectively with colleagues and subordinates
7. have an understanding of the different ways that students learn and the appropriateness of different teaching styles to meet the individual learning needs
8. have experience of teaching at KS3, GCSE and A level
9. have experience of raising standards at departmental level
10. have good communication skills, both written and verbal
11. be able to communicate clearly both orally and in writing, with students, parents and carers, colleagues and other professionals
12. have good interpersonal skills, the ability to work as part of an effective team and to develop and maintain good relations with students, parents and staff
13. be willing to contribute to the school's enrichment and extra-curricular programmes
14. have good general knowledge of the National Curriculum, assessment arrangements and approaches, especially literacy assessment
15. keep clear records of pupil progress, recording the data generated by assessments
16. have knowledge of effective record keeping and its use to promote the educational and personal development of students
17. be able to use ICT both as a teaching tool and for administrative purposes
18. have good organisational skills to create and maintain a stimulating and attractive learning environment
19. be able to enthuse and motivate pupils in all aspects of their learning
20. be committed to raising the aspirations and achievement of all pupils and able to demonstrate effective strategies for doing so
21. be prepared to undertake appropriate training for the post and a willingness to continue training to manage the key areas and tasks outlined in the job description