



Notre Dame School & St Boniface's College

Post Title: Second in Department

TLR: 2b

Responsible to: Subject Leader, SLT

DATE: September 2025

Key Purpose:

To assist the Subject Leader in driving the ongoing formation and implementation of the vision for Science. Making a significant impact on all students' progress in learning, and their broad intellectual and personal development.

Leadership and Management

- To support the work of the subject leader as directed.
- To deputise for the subject leader in their absence.
- To take particular responsibility for a key stage, ensuring that student progress is on or above that expected, as a result of highly effective teaching and learning, and consistent implementation of school policies and procedures.
- To take a lead in the structuring, sequencing and resourcing of the KS4 Science curriculum, exploiting positively potential links to other areas of learning.
- To model, and to help promote and secure inspirational teaching from all members of the department, enabling high-quality learning across all classes.
- To assist in leading and managing a team of professionals, ensuring high quality learning for all students, both in the classroom and beyond.
- To assist in leading the development of programmes of study that inspire and engage students, fulfilling the requirements of the national curriculum and relevant Examination Boards.
- To help oversee the progress of all students and groups of students, taking effective action to intervene where data arising from highly effective assessment processes suggests a need.
- To help to facilitate the professional development of all members of the team, in improving pedagogy and resources; and their understanding of the part that they play in sustaining and growing an outstanding centre of learning for Science.
- To remain aware of the latest developments in Science teaching together with all issues related to examinations, curriculum and assessment.
- To assist in the coordination and overseeing the implementation of the departmental development plan and review processes.
- To assist in the line-management and appraisal of the Science team by taking responsibility for the oversight of named members of staff as agreed with the subject lead and to ensure that the quality of provision is routinely monitored by various means including student voice.
- To work with other leaders in order to produce a coordinated approach to identifying programmes of support and intervention.

Teaching and Learning

- To set high expectations for self and the team for quality teaching and learning in Science.
- To model effective practices with regard to planning to meet the needs of all learners, delivery of engaging lessons, frequent and accurate assessment and feedback, and intervention.
- To have sufficient knowledge and expertise to teach and help lead the academic courses within Science.
- To assist the Subject Leader in reviewing teaching and learning, monitoring the progress of students identified as requiring additional support (SEN) or challenge (HPA) to ensure all students are engaged in their learning, and achieve success.
- To oversee the departmental contributions to the extra-curricular programme.

- To work with leaders in other curriculum areas to ensure that the curriculum experienced by all students is increasingly coherent, interwoven, and challenging.
- To assist the Subject Leader in ensuring that the transition from KS2 to KS3 is managed effectively, ensuring rapid progression from starting points in Year 7.
- To help support super-curricular activities and out of hours events.

Duties:

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and Teaching Standards.

All TLRs are subject to annual review and may be modified by the head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

The duties of a teacher awarded a TLR include a significant responsibility that is not required of all classroom teachers, and that:

- is focused on teaching and learning
- raising standards attained by children in the identified area/s;
- raising standards in teaching and learning in the identified area/s.
- requires the exercise of a teacher's professional skills and judgement;
- requires the teacher to lead, manage and develop a subject area; or to lead and manage pupil development across the curriculum
- has an impact on the educational progress of students other than the teacher's assigned classes or groups of students; and
- involves leading, developing and enhancing the teaching practice of other staff.

The TLR is full time and may be relinquished if it were agreed that the TLR holder become part time subject to agreement under the Flexible Working Policy.