**The Hyndburn Academy**

**Job Description – Head of Science**

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| Post | Head of Science |
| Purpose | To provide excellent learning opportunities to assigned classes and students |
| Reporting to | Assistant Principal |
| Responsible for | Standards of achievement and attainment of identified students  Learning environment and student engagement and welfare. |
| Liaison | Executive Principal/Head of School/Vice Principals/Assistant Vice Principal/ Directors of Learning/Staff with academy wide responsibility/Parents/Cross Academy and Local Authority personnel. |
| Core Functions | Direction and Planning |
|  | * Provide leadership and direction for the curriculum provision for designated groups of students in line with subject policy and plans * Support the development of appropriate learning strategies within the subject * Maintain an up-to-date knowledge and understanding of the Academy aims, priorities, targets and action plans and their impact on development and improvement * Ensure that allocated resources and accommodation are used efficiently to create an effective and stimulating environment to enhance teaching and learning |
|  | Raising standards |
|  | * Analyse relevant Academy based performance data and be proactive in its use to inform teaching and learning strategies through the establishment of high expectations * Maintain up-to-date knowledge and understanding of the characteristics of high quality teaching and learning for students of all abilities * Maintain an environment that promotes excellent learning opportunities * Ensure that course work, class work and homework are completed to the highest standard and implement intervention strategies as required * Implement strategies to identify and acknowledge achievement * Reinforce positive attitudes towards attendance and punctuality and take action when necessary * Ensure that student reports and assessments are undertaken in line with Academy protocol and to a set timetable * Contribute to Academy wide enrichment programmes * To serve as a group tutor and actively engage in monitoring and developing the academic, social and emotional development of designated students in line with Academy policies * Support the professional development of own and all colleagues, liaising with Director of Professional Development as appropriate * Support the training role of the Academy through the involvement with NQT/ITT/GRTP and other training routes as appropriate in conjunction with senior colleagues |
| General |  |
|  | * This job description has to be read in conjunction with the overall requirements of responsibilities identified within relevant conditions of service * Whilst every effort has been made to identify the main duties and responsibilities, each individual task may not be specifically identified * Colleagues will be expected to comply with reasonable requests from their line manager/senior staff to undertake work of a similar level that is not specified within this job description and to observe all Academy policy statements * Colleagues are expected to be courteous to other colleagues and provide a welcoming environment to visitors and telephone callers * At all times working in line with Academy policy and procedures * To attend staff training events as appropriate * To take care of own and others health and safety * To be aware of the confidential nature of issues relating to home/academy/parent/carer * The Academy will endeavour to make reasonable adjustments to the job and working environment to enable access to employment for disabled applicants or continued employment for any employee who develops a disabling condition |

This job description is current at the date shown but following consultation may be changed by the Principal to reflect or anticipate the changing demands of the post commensurate with the grade and job title.

The Academy staffing structure will be subject to periodic review to reflect the changing opportunities and constraints that arise.