

Job Description

Job title: Assistant Director of Science

Salary: Teachers Pay Scale + TLR 2c (£8,526.00)

Start Date: January 2026 or sooner

Contract Type: Full Time

Contract Term: Permanent

This Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

Job purpose

As a Teacher you are required to be competent in all elements of the Teacher Standards, to discharge the Teachers Responsibilities as set out in the Contractual Framework for Teachers of the School Teachers Pay and Conditions Document and to act in accordance with the Academy's ethos, policies and practices, under the direction of the Principal.

Assistant Director responsibilities

- a) To continue the significant improvements within Science as a key department within the Academy leading to excellent progress for all students
- b) To assist with the development of the Science curriculum and, where appropriate, assist the Director of Science in ensuring the curriculum is well-implemented through quality assurance processes
- c) To develop links with primary schools to promote Science at the Academy and enhance the primary to secondary school transition
- d) To ensure the success of students at the end of KS4 with the Director of Science
- a) To support the KS3 provision and KS5 Provision at the Academy by using and applying data effectively to ensure student progress is monitored against targets and prompt action is taken to address any concerns
- b) To lead enrichment opportunities which enhance the Science curriculum, fostering a love of languages, developing students' wider skills and increasing the uptake, progress & attainment of Science at KS4
- e) To ensure outstanding provision for all students across the Academy
- f) To play a key role in the leadership of the Academy, working closely with other key leaders to drive up standards

1. Teaching

- a) Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the Academy's plans, curriculum and schemes of work in order to achieve target levels of pupil attainment, progress and outcomes.
- b) Assess, monitor, record and report on the learning needs, progress and achievements of assigned students.
- c) Set and mark work to be carried out by the student in the Academy and elsewhere.
- d) Participate in arrangements for preparing students for external examinations.

2. Whole school organisation, strategy and development

- a) Contribute to the development, implementation and evaluation of the Academy's policies, practices and procedures in such a way as to support the Academy's values and vision.
- b) Work with others on curriculum and/or student development to secure co-ordinated outcomes.

- c) Supervise and so far as practicable teach any students where the person timetabled to take the class is not available to do so. (You will only rarely be required to provide such cover in circumstances that are not foreseeable).

3. Health, safety and discipline

- a) Promote the safety and well-being of pupils in accordance with the Academy's Child Protection and other relevant policies.
- b) Maintain good order and discipline among students in accordance with the Academy behaviour policy.

4. Management of staff and resources

- a) Direct and supervise support staff assigned to you and, where appropriate, other teachers.
- b) Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- c) Deploy resources delegated to you in accordance with Academy policies.

5. Professional development

- a) Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
- b) Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

6. Communication

- a) Communicate with students, parents and carers in accordance with the Academy ethos, policies and practice.

7. Working with colleagues and other relevant professionals

- a) Collaborate and work with colleagues and other relevant professionals within and beyond the Academy.
- b) Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the Academy, which require the exercise of your professional skills and judgment.

8. Fulfil wider professional responsibilities

- a) Make a positive contribution to the wider life and ethos of the School.
- b) Specific details of the accountabilities (e.g. the allocated curriculum and/or pupil development accountability under paragraph 2.2 above) should be recorded below and reviewed annually by the appraiser.

9. Environmental demands/working conditions

- a) Will have long periods of sitting or standing and will be required to support pupils in the swimming pool
- b) Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- c) Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local authority, external providers, Social care, Ofsted, school reviews etc.
- d) The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- e) This post will include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- f) Report all concerns to an appropriate person

10. Other considerations

- a) To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher. Safeguard children and adults, and implement the Safeguarding and Child Protection Policy. Read, understand and follow at least Part 1 of the current statutory guidance in Keeping children safe in education. Undertake the Prevent Duty to safeguard pupils and adults from extremism. Understand their statutory duty to report

safeguarding concerns. Maintain their Position of Trust and not have sexual relations with pupils (Sexual Offences Act 2003) or any other inappropriate relationship with pupils.

- b) To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- c) Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- d) Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- e) Will not require holiday leave during term time.

11. Flexibility Clause

- a) As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

12. Variation Clause

- a) This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

13. Fluency in English

- a) The post is covered by Part 7 of the immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Person specification

Qualifications

- a) QTS (Qualified Teacher Status)
- b) Degree in relevant subject area being taught

Knowledge, skills and experience

- a) A Good/Outstanding teacher with excellent subject knowledge and an ability to use a range of teaching learnings strategies effectively
- b) Strong awareness of the strategies available for improving the learning & achievement of high, middle and low-attaining students
- c) A good understanding of curriculum developments in the specific subject area
- d) A confident & competent user of ICT
- e) Able to use student level data to raise standards
- f) Able to communicate both orally & in writing to students, their parents and the wider community

Personal attributes

The successful candidate will have:

- a) Absolute commitment to ensuring the best outcomes for SWB Academy students
- b) Enthusiasm and a highly positive outlook
- c) The ability to work independently and collaboratively as a member of a team
- d) A willingness to take on or try new approaches & ideas
- e) A positive attitude towards professional development and their own learning
- f) Reliability, resilience, honesty and integrity
- g) Good personal organisation skills
- h) Self-motivation and demonstration high ambition and drive, having and expecting the highest standards, be determined to succeed