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| **Job Description** |
| **Post** | Head of Science |
| **Grade** | AL13-AL17 |
| **Salary Range** | £64,911 - £70,782 pa |
| **Accountable to** | SLT responsible for Science |
| **Line manager of** | Science Department including Technicians |
| **Overall purpose of the job**The HoD is the curriculum leader who is responsible for the curriculum within a designated subject area. This means ensuring that each student receives the subject content knowledge and skills they need in ways that allow them to achieve their full potential. |
| **Duties and responsibilities**To lead on the science curriculum planning.To manage the staff in the department, articulating and providing the structure for them to deliver the curriculum from years 7 to 11 and to assess and monitor the departments’ impact in relation to the Academy’s targets.To monitor the procedures and routines of the Academy and ensure they are followed by all teachers.To provide the guidance, advice and coaching that those teaching Science need in order to teach high quality lessons to classes of students in Year 7 to 11 and which lead to better than expected outcomes for students. To be responsible for ensuring on behalf of the Academy that it is abreast of the relevant specifications and examination requirements and that teachers of Science are fully conversant with these specifications and requirements. To track and monitor the progress of students in Science and ensure timely interventions are made as needed.To monitor the work of the Science technicians to ensure students are given opportunities to learn practical techniques. To manage the resources of the department and look for ways to enhance them.To carry out the analysis of performance data for Science and to develop improvement and action plans. To plan and teach excellent Science lessons to year 7 to 11 following the agreed departmental schemes. To provide meaningful feedback to students on their progress to help them to improve. To comply with the Teachers’ Standards. To lead team meetings and co-planning.To be part of a pastoral team including being a form tutor if so required. To uphold the Academy’s disciplinary rules and staff code of conduct.To follow the Academy’s health and safety requirements. To be committed to safeguarding and promoting the welfare of children and young people and to follow the relevant policies and procedures. To contribute to the maintenance of a caring and stimulating environment for young people.To always act in accordance with the statutory frameworks that set out how the Academy must operate. Challenge and support members of the team.To carry out any other reasonable duties within the scope of the post as directed by the Headteacher. |

**Date of issue: ……………………………………..……**

**Signature of Post holder: ………………..……………**

**Signature of Headteacher: ……………………………**