Job description: Head of Science

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| **Location** | Oxford Spires Academy |
| **Contract term** | Permanent |
| **Full time / term time** | Full time |
| **Pay range** | TMS/UPS + TLR1.3 |
| **Reporting to** | Vice Principal – Achievement & Standards |

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| **Core purpose of the role** |
| Head of Science* Develop the leadership skills of the TLR holders within the department
* Support the continuing development of a broad and engaging curriculum that promotes understanding, creativity and memorability.
* Monitor and support the completion of core routines such as marking, feedback, testing and recording of data.
* Support teachers in the consistent application of the school’s behavior system.
* Encourage and guard the ethos of the team to promote positivity, collaboration and support between colleagues.
* Line manage members of teaching staff
* Promote the reputation of the school and department through strengthening relationships with SCITT, OUDES and other local schools.
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| **Key priorities** |
| Lead the science team to provide a full learning experience and support for students. |
| **Key responsibilities** |
| **Personal development*** To take part in the school’s CPD programme by participating in arrangements for further training and professional development including your own personal development.
* To engage actively in the Performance Management Review processes

Teaching responsibilities* To teach students according to their educational needs, including the setting and marking of work completed by the students
* To assess, record and report on the attendance, progress, development and attainment of students and to keep accurate records as required
* To provide, or contribute to, oral and written assessments, reports and to target set and provide references relating to individual students and groups of students
* To ensure that ICT, Literacy, Numeracy and the school subject specialisms are reflected in the teaching/learning experience of students
* To undertake a designated programme of teaching, planning, structure and resource teaching and learning effectively.
* To ensure a high quality learning experience for all students
* To use a variety of delivery methods which will stimulate learning appropriate to meet all student needs and demands of the syllabus
* To maintain discipline in accordance with the school’s Behaviour Policy, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
* To undertake assessment of students as requested by external examination bodies, departmental and school policies and to mark, grade and give written/verbal and diagnostic feedback as required
* To ensure the effective/efficient deployment of classroom support
* To implement the school policies re homework and marking

**General responsibilities*** To attend team and whole school meetings in accordance with the school calendar as required
* To communicate effectively with the parents/carers of students as appropriate and where appropriate, communicate and co-operate with persons or bodies outside the school
* To be a tutor to an assigned group of students, to register students and support students and to escort tutor group and attend school assemblies
* To promote the general progress and well-being of individual students and of the tutor group as a whole
* To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
* To promote actively the academy’s policies & procedures
* To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate
* To undertake any other duty as specified not mentioned in the above
* To comply with the Academy’s procedures concerning safeguarding and to ensure that training is accessed
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| This job description will be supported by the school improvement plan which may identify key distinct tasks and responsibilities for this role in the school year. These will be derived from ongoing school self-evaluation and other local/national priorities. The Postholder’s duties must be carried out in compliance with the school’s policies and procedures including child protection and safeguarding procedures. These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. |