# Job Description

**Job Title:** **Lead Teacher (Science)**

**Responsible to:** **Vice Principal or Assistant Principal**

**OVERALL ROLE**

- **To lead and manage key areas of subject with whole college responsibilities and deliver successful outcomes;**
- To support the principal in the leadership, direction and management of Waverley Studio College (WSC);
- To ensure smooth operation in the day-to-day running of the college.

**Purpose of the Post – Responsibilities**

You are required to undertake the following responsibilities and to work in close co-operation with the Principal:

- Being an active member of the Senior Leadership Team, support the Principal, Vice and Assistant Principals being loyal at all times;
- Take curricular responsibility for a specific area and may oversee other subjects throughout the college;
- Take responsibility for whole school aspects, as outlined by the Principal;
- Set a high standard professionally and personally and be a good example;
- Support the Principal, Vice and Assistant Principals on a day-to-day basis regarding issues relating to discipline, with regard to agreed policy and practice;
- Support the Principal when co-ordinating the duties and responsibilities of other members of staff and encourage other staff members' career and personal development.

**Area 1: To lead and manage key areas of subject with whole college responsibilities and deliver successful outcomes**

**Science Subject Lead**

- Lead the team (Subject area) and be accountable for KS4 and KS5 (where appropriate) outcomes for your specialist area;
- Involve all departmental colleagues in the creation and execution of the yearly department development plan and department SEF. This will identify clear targets for its development and/or maintenance in line with the College Development Plan.
- Have an enthusiasm for the subject which motivates and supports other subject staff and encourages a shared understanding of the contribution the subject can make to all aspects of students' lives;
- Lead the construction of the curriculum overview map and schemes of work to support the subject;
- Develop and implement policies and practices for the subject which reflect the school's commitment to high achievement through effective teaching and learning;
- Ensure that staff are clear about the importance and role of the subject in contributing to pupils' spiritual moral, cultural, mental and physical development, and in preparing pupils for the opportunities, responsibilities and experiences of adult life;
- Use data effectively to identify pupils who are underachieving in the subject and, where necessary, create and implement effective plans of action to support those pupils;
- Analyse and interpret, relevant national, local and school data, plus research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods;
- Ensure that the delivery of learning and teaching are carefully high. Set suitable cover work for absent colleagues.
- Monitor the progress made and review in achieving subject plans and targets, evaluate the effects on teaching and learning, targets set in the departmental development plan and provide regular progress updates to your line manager to ensure that they are fully aware of all successes, issues and concerns.

**Teaching and learning**

- Deliver high quality learning and teaching, modelling expectations and leading students to higher outcomes;
- Engage all subject staff in the creation, consistent implementation, improvement and evaluate the schemes of work. Ensuring curriculum coverage, continuity and progression in the subject for all pupils, including those of high ability and those with special educational or linguistic needs.

- Ensure that examinations or other suitable methods of assessment are devised and applied at appropriate times. Make sure assessment is based on the department's specification and marked according to a scheme common to the whole year group.
- Initiate and, where appropriate, organise curricular, extra-curricular and educational enhancement activities related to the subject;
- Ensure effective development of pupils' literacy, numeracy and information technology skills through the subject;
- Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement, and for using this information to recognise achievement and to assist pupils in setting targets for further improvement;
- Ensure that information about pupils' achievements in previous classes and schools is used effectively to secure good progress in the subject;
- Set expectations and targets for staff and pupils in relation to standards of pupil achievement and the quality of teaching; establish clear targets for pupil achievement, and evaluate progress and achievement in the subject by all pupils, including those with special educational and linguistic needs;
- Evaluate the teaching of the subject in the school, use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching;
- Use a variety of methods to monitor and evaluate the teaching and learning offered by the subject staff and take appropriate action to improve further the quality of teaching and learning. Work with staff to improve performance.

**Whole College responsibility**

- Lead the areas of responsibilities as assigned by the Principal;
- Plan, implement, monitor and evaluate actions related to a specific area of responsibilities;
- Work in close collaboration with different stakeholders to achieve the desired outcomes;
- Ensure members of the senior leadership team (including the Principal) are kept informed with up-to-date information;
- Deploy suitable resources effectively in making impact and working towards realising the goals.

**Line Management**

- Line Manage areas of responsibility by meeting regularly and holding to account the teachers for the quality of provision and area of responsibility. Make use of evidence (e.g. department plan, comparative data and benchmarks) to set targets for improvement within the areas that you line manage.
- Conduct Performance Management (Appraisals) for teaching and/or support staff, complying with the agreed appropriate Policy;
- Ensure policies, procedures are fully implemented.

**General**

- Undertake training as required;
- Be familiar with and comply with all relevant Health and Safety, Operational, Personnel, Data Protection, Financial regulations and safeguarding policies and procedures;
- Ensure equality of opportunity is afforded to all persons both internal and external to the college, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour;
- Undertake other duties and responsibilities as required from time to time commensurate with the grade of the post;
- Be willing and prepare to contribute to the Waverley Education Trust and within the local community and beyond.

**Area 2: To support the principal in the strategic leadership, direction and management of the college**

**College Development Plan**

- Implement and lead on key areas of the College Development Plan, as directed by the Principal;
- Work co-operatively with colleagues in the implementation of the College Improvement Plan, recognising any financial implications and necessary resources;
- Contribute, Monitor, evaluate, review progress and targets towards the successful achievement of the College Improvement Plan.

**Ethos and Culture**

- Research, seek potential for improvement and innovation through best practice, and network with other colleges to help promote and create a successful ethos and culture in the college;
- Be a pro-active member of the Senior Leadership Team by directing, guiding, supporting and challenging colleagues through professional dialogue and discussion;
- Ensure that any decisions made at Leadership level are carried out effectively and efficiently by other members of college team.

**Area 3: To ensure smooth operations in the day-to-day running of the college**

**Staff**

- Follow the day-to-day rotas are implemented, cover for any colleagues and resolve any issues efficiently and effectively;
- Disseminate information to staff, and lead and coordinate staff training where appropriate;
- Hold staff to account for actions, providing support and/or challenge where appropriate.

**Behaviour, Ethos and Culture**

- Provide a strong visible presence in and around the college throughout the day;
- Implement and evaluate the policies and procedures that promote safe and positive behaviour;
- Be responsible, alongside other staff, for maintaining good behaviour and discipline throughout the college according to the Behaviour Policy and prepare any documentation for exclusions.

**Learning and Teaching**

- Plan, prepare, deliver, and accurately assess lessons for your assigned classes, fully meeting the WSC job description of the classroom teacher and ensuring provision is good;
- Ensure high standards in teaching and learning are achieved through innovative professional practice and that staff are well-motivated and enthusiastic through Continuing Professional Development (CPD);
- Contribute to the provision of effective teaching and learning through different forms of monitoring (i.e observations, work scrutiny) and provide constructive feedback, coaching, mentoring and support to improve staff practice;
- Prepare and monitor personalised support plans for teachers where teaching is found to be less than good.

**Other**

- Develop positive relationships with parents, carers and other stakeholders by listening, resolving and acting upon feedback and comments.
- To perform the role and responsibilities as a form tutor (as outlined in the teacher's job description).

| I acknowledge and agree to the role and responsibilities commensurate with this post. I understand that these responsibilities may change from time-to-time. | |
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| Signed: | Print Name:<br>Date: |
| Signed: | Print Name:<br>Date: |