

Head of Science TLR 1D

POST HELD: Head of Department

TEACHING ALLOCATION

16 Teaching periods,
4 Leadership; 5 Preparation, Planning & Marking

REPORTING TO: SLT Line Manager

RESPONSIBLE FOR:

- Science
- Teaching Science classes and other subject classes as allocated by the Leadership Team

PURPOSE OF THE JOB

- To provide leadership and management for Science to secure excellent teaching so all pupils achieve their potential within an atmosphere in which pupils feel challenged, valued and secure.
- To assist the Headteacher and the Leadership Team in the overall management and development of the school.

DUTIES

The Teachers' Pay and Conditions Document specifies the general professional duties of a teacher. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

PARTICULAR DUTIES

Under the overall direction of the Headteacher

KEY FUNCTIONS

- Teach Science, including planning, setting homework, marking and assessment in line with school policies.
- Be a form tutor and take responsibility for the progress, welfare and guidance of a form group of pupils.
- Monitor attendance in your tutor group and ensure that absence notes are returned
- Ensure that excellent teaching and learning takes place in all allocated classes
- Mark, assess, record and report on pupil achievement and maintain records as required.
- Maintain accurate records and use assessment data to monitor progress, targets and take action (e.g. SEN, Most Able)
- Contribute to the development of Schemes of Learning, School and department policies as requested
- Maintain a purposeful, orderly classroom environment including neat storage, learning centred display and by employing a range of behaviour management strategies.

- Monitor targets for pupils on report
- Undertake specific duties within the department as agreed with your line manager
- Attend and contribute to meetings and professional development activities
- Contribute to the school's extra-curricular programme
- Meet deadlines for reporting, marking, submission of coursework and other assignments
- Prepare pupils for examinations and take part in standardisation or moderating exercises as required
- Provide a welcoming environment to visitors and respond within 24 hours to telephone calls and within 7 days to written correspondence
- Follow School Policy and support the Leadership Team in the effective operation of the school

KEY FUNCTIONS AS HEAD OF DEPARTMENT: SCIENCE

1. Impact on educational progress beyond your assigned pupils

- Raise the attainment of pupils in Science
- Monitor behaviour in Science and place pupils on subject report in line with the Behaviour Policy
- Monitor planning, record keeping, marking, teaching progress, homework and assessment
- Have a central record of assessment data
- Lead, coordinate and monitor the Department Development Plan
- Organise events that raise the profile of Science

2. Lead, develop and enhance the teaching practice of others

- Develop Schemes of Work / Learning that all subject teachers contribute to and use.
- Observe subject teachers each term. Coordinate peer observations
- Mentor and support colleagues (including NQTs, ITTs, OTTs)
- Encourage their professional development
- Use meetings to share good practice, moderate and cascade training
- Offer INSET to the department and across the school in an area of expertise
- Establish a link with local Primary schools
- Line manage all colleagues who teach Science and support staff where appropriate

3. Have accountability for leading, managing and developing a subject

- Innovate in learning. Keep abreast of subject developments and bring these to the department / the School. Engage with school-wide learning initiatives and lead these in Science
- Prepare for Science meetings – identify the purpose, circulate an agenda and minutes
- Review Schemes of Learning annually
- Use student data to set targets for teachers of examination classes
- Following each reporting cycle, review assessment data and coordinate follow up across the subject
- Manage the delegated budget for Science to resource the curriculum
- Participate in recruitment and appointment of Science teachers
- Collect, moderate and prepare coursework for submission to examination Boards

4. Line management for a significant number of people

PERSON SPECIFICATION

HEAD OF DEPARTMENT

QUALIFICATIONS

- Good degree and teaching qualifications

EXPERIENCE

- Relevant and successful teaching experience
- Evidence of a willingness to develop new skills
- Evidence of curriculum development and innovation

PROFESSIONAL SKILLS

- Ability to provide vision, leadership and direction for the department
- High standard of teaching skills and excellent classroom practice
- Excellent oral and written communication skills
- Ability to function as a leader as well as a member of a team
- Ability to review, monitor and evaluate the curriculum and own work
- Ability to perform effectively in a variety of situations
- Ability to recognise and respond to the needs of students of different attainment levels
- Ability to keep efficient records
- Ability to develop as a leading professional in the school
- Ability to lead the learning and teaching in the department
- Ability to use ICT effectively

ESSENTIAL COMPETENCIES

- A professional knowledge of National Curriculum at Key Stages 3 and 4 and relevant examination and test regimes
- Wide experience and knowledge of recording, reporting and assessment
- Ability to initiate and implement and develop opportunities to maximise student achievement
- Ability to manage the organisation of a department
- A professional understanding of child protection matters and what constitutes a safe school culture.

GENERAL

Commitment to the promotion of equality of opportunity
Evidence of a high standard of attendance & punctuality