

## JOB DESCRIPTION

POST TITLE	HEAD OF SCIENCE
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• To be the lead practitioner in this area, providing the vision, inspiration, innovation and motivation</li> <li>• To raise standards of pupil attainment and achievement that results consistently over 90% of students achieving their target grades</li> <li>• To be accountable for pupil progress and development of all pupils (specifically SEND, GRT, LAC, PP etc...)</li> <li>• To ensure team cohesion and effectiveness with a sharp focus on learning and learning to learn</li> <li>• To develop and enhance the teaching practice of others in line with the college Learning and Teaching Policy</li> <li>• To support curriculum planning, design and delivery within the faculty</li> <li>• To be accountable for leading, managing and developing Science</li> <li>• To ensure the effective management and deployment of teaching/support staff, financial and physical resources</li> <li>• To establish active community links.</li> </ul>
<b>Reporting to :</b>	Deputy Headteacher
<b>Responsible for:</b>	Teaching Staff in Science
<b>Liaising with:</b>	Headteacher and other senior staff, other Curriculum Leaders, Heads of Year, other teachers, support staff, parents/carers and college council
<b>Working Time:</b>	195 days per year. Full time. 1265 hours directed time
<b>Salary/Grade:</b>	MPR/UPR + TLR 1.2
<b>Disclosure level:</b>	Enhanced
<b>Operational / Strategic Planning</b>	<ul style="list-style-type: none"> <li>• To develop strategies that support pupil attainment in all years but specifically in year 11</li> <li>• To produce programmes of intervention for pupils who are falling behind targets in order to help them catch-up</li> <li>• To monitor the work of Science staff</li> <li>• Lead development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the faculty</li> <li>• To ensure effective day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources.</li> <li>• To actively monitor and mentor pupil progress through classroom interventions (including SEND, PP, G&amp;T, GRT etc..)</li> <li>• To ensure improvements and developments in pupil progress via effective teaching and learning with the application of professional lesson observations, work sampling, pupil interviews and professional dialogue</li> <li>• To implement College Policies and Procedures, e.g., Equal Opportunities,</li> </ul>

	<p>Health and Safety, Child Protection etc.</p> <ul style="list-style-type: none"> <li>• To work with colleagues to formulate aims, objectives and faculty development plans which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the College</li> <li>• In conjunction with the ICT strategic group, foster and oversee the application of ICT in the department including the development of materials for open and independent learning.</li> <li>• To ensure that Health and Safety Policies and Practices, including Risk Assessments, throughout the curriculum area are in-line with national and College requirements and are updated where necessary.</li> <li>• Plan differentiated lessons that take into account a pupil's individual circumstances such as being SEND, PP, G&amp;T, GRT etc...</li> </ul>
<b>Curriculum Provision:</b>	<ul style="list-style-type: none"> <li>• To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the College Improvement Plan/College Evaluation.</li> <li>• To work with the Literacy coordinator in ensuring high and consistent standards of literacy across the department</li> </ul>
<b>Curriculum Development:</b>	<ul style="list-style-type: none"> <li>• To keep up to date with national developments in the subject area and teaching practice and methodology.</li> <li>• To lead curriculum development</li> <li>• To keep up to date with national developments in the curriculum area and teaching practice and methodology and ensure relevant staff are kept appropriately informed</li> <li>• To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.</li> <li>• To ensure that literacy, numeracy, SMSC and communication skills are reflected and promoted within lessons.</li> </ul>
<b>Staff Development/Recruitment and Deployment:</b>	<ul style="list-style-type: none"> <li>• To work with appropriate external or Leadership Team personnel to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>• To ensure that departmental personnel are accountable for their roles whilst being valued for their positive input</li> <li>• To be responsible for the efficient and effective deployment of the faculty's support staff as appropriate.</li> <li>• To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated area</li> <li>• To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the faculty</li> <li>• To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with College procedures.</li> <li>• To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>• To participate in the college's ITT programme.</li> <li>• To share good practice with other faculties/departments in order to promote high standards throughout the College.</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>• To ensure the effective operation of quality control systems.</li> <li>• To establish the process of the setting of value added targets within the faculty and to work towards their achievement in line with College procedures.</li> </ul>

	<ul style="list-style-type: none"> <li>• To establish high, common standards of practice within the faculty and develop the effectiveness of teaching and learning styles.</li> <li>• To contribute to the College procedures for lesson observation.</li> <li>• To implement College quality control procedures and to ensure adherence to those within the department</li> <li>• To monitor and evaluate departmental provision in line with agreed College procedures including evaluation against quality standards and performance criteria.</li> <li>• To seek/implement modification and improvement where required.</li> <li>• To ensure that the department's quality procedures meet the requirements of Self Evaluation and the College/Faculty Development Plan.</li> <li>• To liaise with the link- governor re faculty review, self evaluation and development planning.</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>• To analyse and evaluate performance data provided</li> <li>• To produce reports within the quality assurance cycle for the faculty/house</li> <li>• To produce reports on examination performance, including the use of value-added data</li> <li>• To provide the Governing Body with relevant information relating to the curriculum area's performance and development.</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>• To ensure that all members of the department are familiar with the relevant aims and objectives.</li> <li>• To collaborate within and beyond the college re developments</li> <li>• To ensure effective communication/consultation with pupils and their parents.</li> <li>• To liaise with feeder schools, partner colleges, higher education, industry, Examination Boards, Awarding Bodies and other relevant external bodies.</li> <li>• To represent department views and interests.</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>• To contribute to the College liaison and marketing activities, e.g. the collection of material for press releases.</li> <li>• To attend parental consultation evenings, open evenings and other college events.</li> <li>• To communicate positively and professionally at these events</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>• To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records</li> <li>• To work with the relevant Leadership Team member in order to ensure that the faculty's teaching commitments are effectively and efficiently time-tabled and roomed.</li> <li>• To ensure appropriate use of cover arrangements to support positive pupil learning</li> </ul>

<b>Pupil Welfare:</b>	<ul style="list-style-type: none"> <li>• To monitor and support the overall progress and development of pupils</li> <li>• To act as a tutor (if required) and carry out duties associated with that role as outlined in the generic job description</li> <li>• To contribute to PSHE, citizenship and enterprise according to college policy.</li> <li>• To ensure the Behaviour Management system is implemented so that effective learning can take place.</li> <li>• Foster and maintain high standards of effort and discipline amongst the students by the use of appropriate school based rewards, negotiated goals and sanctions</li> </ul>
<b>Teaching:</b>	<ul style="list-style-type: none"> <li>• To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.</li> </ul>
<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils follow this example.</li> <li>• Attendance at directed/calendared college meetings</li> </ul>
<b>Other Specific Duties:</b>	
<p>To continue personal development as agreed.</p> <p>To engage actively in the performance review process.</p> <p>To lead departmental Meetings</p> <p>To undertake any other duty as specified by STPCB not mentioned in the above</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>	

<b>Key Core Outcomes of the Role:</b>
<ul style="list-style-type: none"> <li>• <b>Over 90% of students achieving their target grades consistently</b></li> <li>• <b>Do regular lesson walks each week to ensure that pupils who are underachieving know how to catch-up</b></li> <li>• <b>Reduced numbers of students year by year under-achieving compared to targets</b></li> <li>• Consistently improving levels literacy across the college which directly impacts on pupil ability to achieve.</li> <li>• High impact intervention programmes applied for underachieving pupils</li> <li>• Cost effective, motivational and supportive learning application of IT with Faculty achieved</li> <li>• Highly engaged and motivated pupils within Science who provide positive feedback regarding their experience/learning in lessons.</li> <li>• Appropriate college involvement in innovation opportunities and internal college projects.</li> </ul>