



## The King's School Job Description

### SECOND IN DEPARTMENT SCIENCE

<b>Purpose:</b>	<ul style="list-style-type: none"> <li>To ensure provision of an appropriate broad, balanced, relevant and differentiated curriculum for students studying science at Key Stages 3-5, in accordance with the aims of the school and the curricular policies determined by the Board of Trustees and Headteacher.</li> <li>To act as a support to the Head of Science and to deputise when and where appropriate.</li> <li>To support the Head of Science to develop and enhance the teaching practice of others.</li> <li>To monitor and support the overall progress and development of students in science.</li> </ul>
<b>Reporting to:</b>	Head of Department (HoD)
<b>Responsible for:</b>	The provision of a full learning experience and support for students in science
<b>Liaising with:</b>	Head of department, teaching staff, relevant support staff, external agencies and parents
<b>Working time:</b>	195 days per year, full-time (1265 hours directed time)
<b>Salary/grade:</b>	Full Time MPS/UPS + TLR 2a (£3,017)
<b>Disclosure level:</b>	Enhanced
<b>Operational/ strategic planning:</b>	<ul style="list-style-type: none"> <li>To lead the development of appropriate specifications, resources, schemes of work, marking policies, assessment and teaching strategies in science.</li> <li>To assist the Head of Science in the day-to-day management, control and operation of the department provision.</li> <li>To assist in monitoring and following up students' progress.</li> <li>To assist in the implementation of school policies and procedures, for example equal opportunities, health &amp; safety and COSHH.</li> <li>To work with colleagues to formulate aims and objectives for the science department which have coherence and relevance to the needs of students and to the aims and objectives of the school.</li> <li>To assist in the management of the delegated budget of the science department.</li> <li>To ensure that the planning activities of the department reflect the needs of the students and the aims and objectives of the school.</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 that complements the school's strategic objectives.</li> <li>To ensure students are prepared thoroughly for the public examinations for which they are entered.</li> <li>To support in the development of extra-curricular activities in science.</li> </ul>
<b>Curriculum development:</b>	<ul style="list-style-type: none"> <li>To support curriculum development within the whole department.</li> <li>To keep up-to-date with national developments in the subject area and teaching practice and methodology.</li> <li>To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.</li> </ul>
<b><u>Staffing</u></b>  <b>Staff development:</b>  <b>Recruitment/ deployment of staff:</b>	<ul style="list-style-type: none"> <li>To work with the HoD and the Senior Leadership Team (SLT) to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>To contribute to appraisal and to act as appraiser for a group of staff within the science department.</li> <li>To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>To ensure the effective and efficient deployment of classroom support.</li> <li>To participate in the school's teacher training programme.</li> </ul>
<b>Quality assurance:</b>	<ul style="list-style-type: none"> <li>To assist in the process of the setting of department and student targets within science and to work towards their achievement.</li> <li>To help to establish common standards of practice across science and develop the effectiveness of teaching and learning.</li> <li>To ensure the effective operation of school quality control systems in science including contributing to the school procedures for lesson observation.</li> <li>To participate in the monitoring and evaluation of science teaching and learning.</li> </ul>
<b>Management information:</b>	<ul style="list-style-type: none"> <li>To ensure the maintenance of accurate and up-to-date information concerning student progress.</li> <li>To assist in the use of analysis and evaluation of performance data.</li> <li>To ensure the department procedures reports within the quality assurance cycle.</li> <li>To assist in the production of reports on examination performance, including the use of value-added and progress data.</li> <li>To ensure the department identifies and communicates appropriate examination entries.</li> </ul>



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<b>Communications:</b>	<ul style="list-style-type: none"> <li>To work with other TLR holders in science as part of the science leadership team.</li> <li>To ensure that all members of the department are familiar with its aims and objectives.</li> <li>To ensure effective communication as appropriate with the parents of students.</li> <li>To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.</li> </ul>
<b>Marketing and liaison:</b>	<ul style="list-style-type: none"> <li>To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases.</li> <li>To contribute to the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at open days/evenings and other events here and in partner schools and the wider community where necessary.</li> <li>To actively promote the development of effective subject links with external agencies.</li> </ul>
<b>Management of resources:</b>	<ul style="list-style-type: none"> <li>To identify resource needs and to contribute to the efficient/effective use of physical resources with the HoD.</li> <li>To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the school and the students.</li> </ul>
<b>Pastoral system:</b>	<ul style="list-style-type: none"> <li>To monitor and support the overall progress and development of students within the department.</li> <li>To help to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.</li> <li>To act as form tutor when required and carry out the duties associated with the role.</li> <li>To contribute to careers and enterprise as required.</li> <li>To assist in the consistent implementation of the school's behaviour management policy within the department so that effective learning can take place.</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 main 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 school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> </ul>

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title. When applying for the role, it is important that you refer to the school's **Safeguarding and Child Protection Policy** and the **DBS Disclosure Policy**, which can be found on our website (About Us – Policy Documents). Safeguarding the students is of the highest importance to use - **all staff will require an enhanced DBS disclosure.**