

Job Description

Post Holder:

Post title: 2nd in Science / KS4 Science
(Years 9 & 10)

Scale: TLR 2 level 2

Accountable to: Headteacher

Purpose:	- To be responsible for the strategic oversight and day to day management of KS4 Science to raise standards of student development, attainment and achievement and to monitor and support student progress under the direction of and liaison with the Subject Leader Science. - To be responsible with the Subject Leader Science for students' outcomes in Science. - To provide high quality teaching that encourages, supports and enables students to be successful learners. - To assist the Subject Leader of Science with the management, deployment of staff, financial and physical resources and with the monitoring of teaching and learning within the Department. - To communicate effectively with parents and other stakeholders in order to enhance students development and achievement.
Reporting to:	Subject Leader of Science; SLT Link
Liaising with:	Headteacher, Leadership team, Teaching and support staff, external agencies, parents, Cluster group schools.
Disclosure level:	Enhanced
MAIN CORE DUTIES	
Operational/Strategic Planning	- To ensure SOW for KS4 Science are written, reviewed and updated in liaison and work with the Subject Leader Science - To ensure formative and summative assessment practices are in place to support learning and accuracy of current grades and forecasts. - To liaise with the Subject Leader to take direction in what KS4 intervention is needed, the strategies to be employed and to which students. - To undertake the regular monitoring and tracking along with the Subject Leader of learning and teaching and students' progress. - To hold colleagues to account for students' outcomes and progress. - Play a full part in determining the strategic direction and development of the subject: - Oversight with Subject Leader of KS4 SOW and mapping of the curriculum at KS4 - To be strategically responsible for the oversight of homework, setting and monitoring at KS4. - To undertake the monitoring and tracking of students' individual performance via data analysis. - To ensure intervention is put in place to support students underachieving at KS4. - To support the Subject Leader with the day to day monitoring and evaluation of the quality of learning & teaching at KS4 including the monitoring of regular marking by teachers; - To support the Subject Leader with the management of positive learning behaviour at KS4. - Play a full part in determining the strategic direction and development of the subject.

Curriculum Provision and Development	Assist the Subject Leader in establishing, reviewing and evaluating short, medium and long term plans for the development and resourcing of the subject which: • contribute to whole school aims, policies and practices; • reflect the school's commitment to high achievement and effective teaching and learning; • are based on a range of comparative information and evidence; • identify realistic and challenging targets for improvement; • are clear about action to be taken, timescales, criteria for success and personnel involved. Analyse and interpret relevant data to inform target setting at individual student, class and department level. Analyse and interpret research findings and inspection evidence in the subject to effect improvements in teaching and learning. Support the Subject Leader in creating a climate which enables Science teachers to develop and maintain a positive attitude towards the subject and confidence in teaching it.
Monitoring of progress	To keep the Subject Leader and class teachers apprised of the progress of individual students; To provide the Headteacher, governors and Subject Leader with termly and then an end of year data analysis of all the impact of the intervention by individual student and by year groups; To keep the Subject Leader and SLT link apprised of progress on a regular basis.
Staffing: Recruitment / Deployment of Staff, Staff development	Support the Subject Leader to identify appropriate resources for the subject and ensure that they are used efficiently, effectively and safely. To assist the Subject Leader in making appropriate arrangements for classes when staff are absent, ensuring appropriate cover work is set, and liaising with cover staff as necessary. Be responsible for the Performance Management of members of the department, observing and providing feed back on their teaching and students learning. To undertake performance management reviews and to act as reviewer for a group of staff within the designated curriculum area.
Quality assurance:	Analyse the performance of students in Science through the use of KS4 performance data, standardised tests, progress checks and reports, to identify areas of strength and areas for development in students' attainment and attitudes. Support the Subject Leader with carrying out regular checks on homework and class work through a range of monitoring activities including, log book and work book checks, learning walks and formal lesson observations to assess provision across the ability range.
Management information:	To produce reports on students' progress at KS4 and performance and provide the Headteacher, Leadership team and Governing body with this information.
Communications:	To ensure effective communication and consultation as appropriate with parents, partner schools, employers, LA support services and other relevant external bodies. To represent the Department's views and interests.
Management of resources:	Maintain existing resources and explore opportunities to develop or incorporate new resources into the KS4 curriculum. To organise effective assessment of the KS4 course.
Pastoral System:	To monitor and support the overall progress and development of students within the curriculum area. To act as a form tutor and to carry out the duties associated with that role as outlined in the generic job description. To contribute to citizenship according to school policy. To ensure that the behaviour management system is implemented so that effective learning can take place.
Teaching and Learning	Have a substantial role to play in securing and sustaining the effective teaching of the subject: • Have lead responsibility for ensuring curriculum coverage, continuity and progression in Key Stage 4. • Ensure teachers are clear about the teaching objectives in lessons; understand the sequence of teaching and learning in the Key Stage, and communicate such information to students.

	• Provide guidance and choice of appropriate teaching and learning methods to meet the needs of the subject and of different students. • Establish and implement clear policies and practices for assessing, recording and reporting on student achievement, and for using this information to assist target setting for further improvement. • Establish clear targets for student achievement in Science and evaluate progress and achievement by all students in the appropriate Key Stages including those with special educational needs. • Contribute to the monitoring and evaluation of the quality of teaching within the subject. • Support the department's involvement in and contribution to the extra-curricular programme.
Other specific duties and additional responsibilities	To lead by example being a positive role model. To play a full part in the life of the school community, to support its vision and ethos and to encourage and ensure staff and students follow this example. To actively engage in the performance management process and continue personal development. To undertake any other duty as specified by STPCB and not mentioned above. To undertake any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Once having crossed the Threshold: To make a substantial and sustained contribution to the work of the school as agreed with the Headteacher.
Child Safety	We are committed to safeguarding and protecting the welfare of children and young people and expect all staff and volunteers to share this commitment. To ensure that the school's Safeguarding & Restraint Policy and practice is adhered to at all times; To be responsible for implementing and embedding the school's safeguarding policy & practice, alerting the appropriate colleagues or school's Designated Safeguarding Lead to welfare and safeguarding concerns.
Health & Safety	To be responsible for following the school's Health & Safety policy and practice, alerting the appropriate school staff to areas of concerns; To be responsible for completing health & safety training as required; To be responsible for the annual completion of your classroom's risk assessment.

This job description should be read in conjunction with that of a main scale teacher.

Please note: This job description is subject to change prior to appointment depending upon the school's changing needs or the expertise of the appointed candidate.

November 2022

Signed _____

Date _____

Selection Criteria for Post of: 2nd in Science	
Qualifications Qualified Teacher Status Degree or equivalent academic qualification	
Experience Subject knowledge including assessment Teaching ability – successful teaching or teaching practice at secondary level, with a commitment to high quality teaching and willingness to share good practice Proven experience of impact in the classroom Evidence of appropriate professional development	
Skills and Abilities Excellent organisational skills and classroom management Ability to plan and teach lessons effectively, so that they are interesting, challenging and enjoyable Ability to motivate and inspire students to want to learn Ability to collaborate positively with colleagues and work towards common goals as a team member Knowledge of current issues in the teaching of the specialist subject Awareness of whole school curriculum and assessment issues Ability to manage students firmly, fairly and effectively – good behaviour management Excellent oral and written skills	
Commitment to Equal Opportunities Excellent ICT skills Commitment to raising levels of achievement Good personal presentation – a professional style of dress is expected Excellent attendance and punctuality Understanding of Safeguarding practice and DFE requirements	

Experience of Safeguarding practice	
Robust and rigorous checks and suitability to work with children	High Importance
References Receipt of two supportive references without identification of areas of concern	