

JOB DESCRIPTION

JOB TITLE:	Assistant Curriculum Director (Science)
REPORTS TO:	Curriculum Director (Science)
GRADE:	MPS/UPS
TLR	TLR2A

All staff of The Sir Robert Woodard Academy should:

- Demonstrate commitment to ensuring that young people realise their full potential thereby having the best possible future life chances.
- Contribute to the whole professional life of the Academy which has successful teaching and learning as its core purpose.
- Contribute to the education of the whole person utilising the Academy pastoral and personal development systems and Aspire to Achieve ethos
- To be able to promote the Woodard ethos that embraces all faiths and none.
- Work in a collegiate manner to develop the Academy ethos.

JOB PURPOSE:

To support the Curriculum Director of Science in the delivery and development of progress and standards in Science, assisting the Curriculum Director in ensuring that each student is positively encouraged to develop fully and achieve their best.

To work with the middle leadership team to assist in enabling the Academy to meet its targets for improvement and success.

The duties below provide a summary of the main areas of responsibility, and should be read in association with the current academy teachers' pay and conditions document, and in the context of professional standards for teachers.

MAIN DUTIES: To support the Curriculum Director of Science in:

- Establishing a vision of an engaging, innovative and successful curriculum that maximises student outcomes
- Leading a high performing team that strive for excellence in everything they do
- Monitoring standards of teaching and learning across the department
- Developing the curriculum, schemes of work and differentiated resources, that meet

the needs and challenge all students

- Tracking student progress and planning, implementing and reviewing intervention programmes to maximise achievement and attainment
- Providing learning opportunities beyond the taught curriculum that inspire and make relevant the curriculum
- The day to day running of the department / area including managing staff absence; meetings; communication with line managers
- Working with others as directed or as appropriate in development and effective implementation of numeracy and literacy strategies
- Creating a safe, professional and stimulating working environment
- Exemplifying professional standards in all areas of work
- Becoming involved in supervisory duties as scheduled and commensurate with the responsibilities of the post
- Assisting with and participating in the annual performance management process
- Being alert to the health and safety of the working environment and advising the line manager of any health and safety concerns.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this role. It is not intended to be an exhaustive list of skills, efforts, or duties, associated with the position. There may be a requirement to undertake other duties reasonably required by the line manager/principal (and after discussion with the post holder) provided the task is commensurate with the post holder's core skill competencies, knowledge and experience in the role.