**Job Description**

**Job Title**: Assistant Curriculum Area Leader TLR2b - Science

**Responsible To**: Curriculum Area Leader

**Hours:** Full Time

**TLR Level:** TLR 2B

**Latest Review Date**: October 2022

This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent on carrying each out.

This post is part of the School’s leadership. The post holder has a teaching and learning responsibility in the Curriculum Area of Science.

Within that Curriculum Area the teacher will:

* Impact on educational progress beyond their assigned students.
* Lead, develop and enhance the teaching practice of others.
* Be accountable for leading, managing and developing whole School policy and practice in the identified Curriculum Area of Science.
* Have line management responsibility for a significant number of people.

The post holder will actively support the School’s ‘Raising Achievement for All’ culture and participate in whole School self-evaluation and development.

The broad purpose of this post will include:

* Raising standards of student achievement within the School.
* Undertaking the professional duties of a teacher.
* Undertaking duties/roles and responsibilities assigned to him/her by the Headteacher.

**Generic responsibilities:**

* Contribute to the teaching of Science and in other areas as agreed.
* Safeguard and promote the welfare of students within the Curriculum Area.
* Actively promote and maximise the opportunities provided by the School’s specialist status.
* Lead development on issues resulting from the identification of trends in student performance from the monitoring and evaluating of assessment data.
* Assume responsibility for one core key stage and the examination requirements within this.
* Within the core key stage, identify quantifiable and challenging student progress objectives with teachers within their Performance Management objectives.
* Define, evaluate and report on intervention strategies to address issues for development that have been identified within their core key stage responsibility.
* Support teachers in planning appropriate strategies to achieve student progress target levels and objectives.
* Assist the Curriculum Leader in meeting agreed student progress target levels.
* Assist the Curriculum Leader in encouraging students’ motivation and enthusiasm.
* Develop positive responses to challenge and high expectations.
* Liaise with the Curriculum Area Leader in monitoring the objectives and targets for students particularly within the core key stage and promote the importance of raising their achievement.
* Lead in the dissemination of examples of effective planning practice within the core key stage.
* Ensure that teachers are aware of the needs for inclusion of all students and groups and make provision for this in their planning.
* Assist with, and where appropriate lead, the monitoring of the Curriculum Area’s performance including lesson observation, work scrutiny and analysis of assessment data.
* Ensure teachers are clear about the teaching of objectives in lessons, understand the sequence of learning and teaching in the subject, and communicate this to the students.
* Observe colleagues teaching (through Performance Management arrangements and/or Curriculum Area monitoring) and provide evaluative feedback on the effectiveness of their teaching strategies to bring about further improvement.
* Assist in the co-ordination/monitoring of the deployment of teachers, support staff and other adults to ensure their effective contribution to students’ learning.
* Co-ordinate core key stage strategies to achieve relevant School improvement priorities that have been identified at Curriculum Area or whole School level.
* Evaluate and report on the effectiveness of practice in the appropriate core key stage annually, suggesting areas and issues for further improvement.
* Facilitate professional development in the Curriculum Area through example and support and co-ordinate the provision of high quality professional development for staff.
* Use financial and resource management for the core key stage innovatively and effectively.
* Support Curriculum Area staff in planning appropriate classroom management and teaching strategies to raise student attainment.
* When appropriate, represent the Curriculum Area at meetings.
* Assist the Curriculum Area Leader in ensuring schemes of work are in place and updated in response to student needs, taking the lead on the appropriate core key stage.
* Work with the Curriculum Leader to ensure that reporting systems are of a high quality within the Curriculum Area.
* Contribute to the Curriculum Area Improvement Plan, taking specific responsibility for a core key stage.
* Play an active role in the appointment of staff to the Curriculum Area.
* Implement School policies and procedures.
* Liaise with other staff e.g Pastoral Leaders.
* Promote team work and the sharing of good practice.
* Act as a positive, professional role model for all members of staff.
* Working with the Curriculum Area Leader, ensure the provision of cover work for absent colleagues.
* Ensure the Curriculum Area environment is conducive to learning.
* With the Curriculum Area Leader ensure that School Health and Safety policies are implemented.
* Assist in the production of a Curriculum Area handbook and ensure that it is updated annually.
* Lead and drive the effective use of ICT and digital technologies for improving learning and for management purposes.
* Ensure that students have the opportunity to contribute to the self-evaluation process.
* Play a part in the School’s health and safety procedures.
* Carry out any other relevant and appropriate tasks as directed by the Headteacher.

**Specific Responsibilities:**

Overall co-ordination of Key Stage 3 including: analysis of data, reviewing schemes of work, intervention strategies and communicating any changes in National Curriculum requirements, or relevant tasks as deemed appropriate by the Curriculum Leader.

**General Duties:**

With due regard to the above, to carry out such other appropriate duties as may be required. To play a part in the Health and Safety procedures of the school, including reporting concerns to the Deputy Headteacher/Curriculum Area Leader. See the School’s Health and Safety Policy.

**Notes**

The Post holder must be prepared to carry out additional duties, which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, as required by the changing needs of the School as directed by the Headteacher, without changing their general character or level of responsibility.

This job description is subject to review and amendment from time to time in line with changing School requirements. It is hoped that all Staff will play a full and active part in the general life and activity of the School

**Person Specification for the role of Assistant Curriculum Leader - Science**

Please note that the information below, along with the relevant Job Description, acts as the selection criteria and should be used as guidance when completing your application for the post.

**Key:**

Essential - without evidence of which the candidate would be declined

Desirable - useful for the role but not essential, may be used when making decision between two otherwise equally appointable candidates.

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| **Qualifications** | **Essential** | **Desirable** |  |
| * Qualified Teacher Status |  |  | Application  Reference  Interview |
| * Degree Level Qualification |  |  | Application  Reference  Interview |
| * Successful completion of the NPQML or NPQSL. |  |  |  |
| **Experience** |  |  |  |
| * Teaching of GCSE Science 9 – 1. |  |  | Application  Reference  Interview |
| * A proven track record of raising and maintaining high educational standards in Science, particularly for grade 4/5 students. |  |  | Application  Reference  Interview |
| * Using data data analysis to inform target setting and future planning. |  |  | Application  Reference  Interview |
| * Working with children with English as an Additional Language. |  |  | Application  Reference  Interview |
| * Ability to lead on the development of outstanding schemes of learning and resources for staff to implement into lessons to |  |  | Application  Reference  Interview |
| * Able to deliver quality first lessons that ensure rapid progress over time. |  |  | Application  Reference  Interview |
| * Ability to manage a team of Teachers through the school’s appraisal system and effective monitoring of standards across the Curriculum. |  |  | Application  Reference  Interview |
| **Personal Qualities/Skills and Characteristics** |  |  |  |
| * Capability to challenge, influence and motivate students to achieve high standards |  |  | Application  Reference  Interview |
| * Ability, or potential to consistently deliver high quality knowledge rich lessons as defined by recent OFSTED criteria. |  |  | Application  Reference  Interview |
| * Ability to promote Science to students of all abilities and offer additional out of school hours to support students interest. |  |  | Application  Reference  Interview |
| * Excellent communication and organisation skills. |  |  | Application  Reference  Interview |
| * Ability to work as a member of a team. |  |  | Application  Reference  Interview |

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|  | **Essential** | **Desirable** |  |
| * Capability to demonstrate outstanding classroom management. |  |  | Application  Reference  Interview |
| * Able to effectively communicate with a variety of stakeholders (e.g. colleagues, parents, external agencies and Governors). |  |  | Application  Reference  Interview |
| * Able to use IT to support both the curriculum work and organisation. |  |  | Application  Reference  Interview |
| * Able to strategically monitor and evaluate teaching and learning across the department. |  |  | Application  Reference  Interview |
| * Able to identify the necessary resources which ensure high quality teaching and learning. |  |  | Application  Reference  Interview |
| * Able to assess the needs of individuals to inform lesson planning. |  |  | Application  Reference  Interview |
| * Able to deliver high quality lessons, evaluate the impact of these and develop future planning accordingly. |  |  | Application  Reference  Interview |
| **Knowledge/special aptitudes** |  |  |  |
| * Knowledge of GCSE Edexcel Science 9 – 1. |  |  | Application  Reference  Interview |
| * A range of behaviour for learning techniques. |  |  | Application  Reference  Interview |
| **Equality Issues** |  |  |  |
| * Demonstrable commitment to inclusive teaching and learning. |  |  | Application  Reference  Interview |
| * Awareness of the effects of discrimination on students, parents, colleagues and policy. |  |  | Application  Reference  Interview |