



Job Description for Assistant Head of Faculty - Science

Remuneration

TLR2A

Responsible to:

Head of Faculty - Science

Service Relationships:

Colleagues in Science Faculty

Main Purpose of Post:

- To support and assist the Head of Faculty - Science in leading the team, to ensure that good or outstanding science teaching and learning takes place through innovative and effective delivery of the School Curriculum in all subjects in the faculty.
- To work with the Head of Faculty to take an active role in helping to implement effective monitoring, tracking and intervention initiatives across the team, as well as supporting other colleagues in developing their own individual practice.

Primary Responsibilities

- To assist the Head of Faculty in the construction of programmes of study and schemes of work, leading to the delivery of the School Curriculum in Science and Psychology.
- To facilitate the delivery of the above programmes and schemes of work in the classroom.
- To assist the Head of Faculty in monitoring the recording and assessment of students' work in accordance with the School's Assessment Policy.
- To contribute to, and assist in the preparation of, the Faculty Improvement Plan and measure impact in given areas.
- To assist colleagues who may require additional support in the planning and delivery of lessons in all Key Stages.
- To assist colleagues to ensure that Faculty policies (including Behaviour and Marking policies), are understood and carried through as appropriate.
- To prepare students for public examinations, in Key Stages 4 and 5.
- To contribute to the appropriate use of assessment in all key stages and subjects within the faculty.
- To keep up to date with developments and forthcoming changes to the curriculum, and help to ensure that all members of the team are aware of these changes.
- To develop and lead programs of intervention in Key Stages 3, 4 and 5.



- To assist the Head of Faculty in using data effectively to identify students who are under-achieving in the subject and to implement effective strategies to support those students.
- To attend faculty and full staff meetings.
- To carry out delegated tasks to meet faculty objectives.
- To keep abreast of development in the teaching of science, by regular attendance at INSET.

- To represent the faculty at other meetings, where appropriate.
- To discuss matters relating to teaching and learning, classroom management and professional development.
- To communicate and work effectively with other members of the faculty.
- To liaise with other staff, including Form Tutors and Heads of Learning on matters relating to the teaching of the subject.
-
- To maintain appropriate contact and consult with parents of students as necessary.

- To assist in the ordering and maintenance of the Faculty's resources.

**This Job Description is not a comprehensive definition of the post.
It is to be reviewed and updated annually**