JOB DESCRIPTION

Job Title:	Assistant Head of Science	**Reporting to:**	Head of Science
Location:	Arena Academy	**Annual salary:**	MPS/UPS + TLR 2b - £4,945
Contract type:	Full time, Permanent	**Hours of work:**	Monday – Friday 32.5 hours per week

JOB PURPOSE AND RESPONSIBILITIES

- To work with all members of the department to facilitate and encourage learning which provides students with the opportunity to achieve their individual potential.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a Teacher/Form Tutor.
- To facilitate and encourage a learning experience which provides students with opportunities to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth whilst fostering our ethos of providing equal opportunities for all.
- To take an active responsibility for the safeguarding and welfare of all students within the academy.
- To assist the Head of Science in the daily running of the Science Faculty and lead on key initiatives.
- To take responsibility for one of the key stages and develop innovative schemes of work which are inspiring for learners and teachers alike and feed into standard-based assessments.
- To communicate/liaise with HOF in order to move the department forward support the Head of Science in analysing progress and attainment data to make driven changes to curriculum design, pupil intervention and set changes.
- Track student's progress.
- Assist the Head of Science in updating the department self-evaluation as appropriate during the academic year.
- Teach consistently high-quality lessons.
- Deliver the curriculum in line with the relevant key stage groups.
- Be a role model for students, inspiring them to be actively interested in Maths.
- Maintain appropriate records and to provide relevant accurate and up-to-date information for registers and Progresso.
- Identify individual student capabilities, plan and distinguish teaching methods appropriately to build and develop student learning.
- Be responsible for the teaching materials and programmes as appropriate.

- Prioritise and manage time effectively, ensuring continued professional development in line with the role and to follow the academy policies and procedures.
- To ensure the effective/efficient deployment of classroom support.
- To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- Follow schemes of work for Science at all key stages.
- Updating professional knowledge and expertise as appropriate to keep up-to-date with developments in teaching practice and methodology, in general, and in the curriculum area of Science.
- Be aware of departmental and academy health and safety measures, including relevant risk assessments.
- Use detailed knowledge and specialist skills to support and progress students' learning.
- Promote independence and employ strategies to recognise and reward achievement and self-reliance.
- Encourage students to interact and work co-operatively with others and engage all.

Assessment, Feedback and Tracking:

- Lead, monitor and evaluate the assessment and feedback to students in line with whole academy and department policy.
- Follow department monitoring and tracking systems relating to students' attainment, progress and achievement.
- Mark, grade and give written/verbal and diagnostic feedback as required.
- Undertake assessment of students as requested by external examination bodies, curriculum areas and academy procedures.
- Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- Complete the relevant documentation to assist in the tracking of students.
- Use student progress tracking to inform learning and teaching.
- Setting and co-ordinating assessment arrangements across all key stages, as required by academy policies, including standardising those assessments.
- Record progress and achievement in lessons/activities systematically and provide evidence of the range and level of progress and attainment.
- Continue personal development in the relevant areas including subject knowledge and teaching methods to engage actively in the Performance Management process.
- Participate in whole school CPD programmes.
- Be a Form Tutor to an assigned group of students if and when required.
- Promote the general progress and well-being of individual students and the Tutor group as a whole.
- To liaise with the relevant pastoral leaders to ensure the implementation of the Student Support system.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of academy life.

- To evaluate and monitor the progress of students and keep up-to-date student records as may be required to contribute to the preparation of action plans and other reports as required.
- To alert the appropriate staff to problems experienced by students.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the academy concerned with the welfare of individual students, after consultation with the appropriate staff.
- To apply the Behaviour policy so that effective learning can take place.
- Meet with students over whom there are concerns and contact home where necessary in conjunction with student support team and faculty heads.
- Be keenly aware of the responsibility for safeguarding students and to help in the application of the Safeguarding and Safe Practices policy within the school.
- Comply with the school's Safeguarding Policy in order to ensure the safety and welfare of students.
- Communicate effectively with the parents of students as appropriate.
- Take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, liaison events with partner schools, etc.
- Play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Actively promote academy policies and procedures.
- Comply with the academy's Health & Safety policy and undertake risk assessments as appropriate.
- Undertake duties before the academy day, at break, during the lunch period and after the academy day on a rota basis.
- Attend meetings scheduled in the academy calendar punctually.
- Attend staff training.
- Set cover work during any leave of absence.

SPECIAL CONDITIONS OF EMPLOYMENT

REHABILITATION OF OFFENDERS ACT 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Head of School by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

HEALTH AND SAFETY

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

EQUALITY AND DIVERSITY

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

TRAINING AND DEVELOPMENT

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

MOBILITY:

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

CORE Education Trust is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.

Job Description Reviewed on:	Head of School
Job Description Reviewed by:	May 2021

PERSON SPECIFICATION

Job Title:	Assistant Head of Science	**Reporting to:**	Head of Science
Salary:	MPS/UPS + TLR 2b - £4,945	**Location:**	Arena Academy

CORE Education Trust is committed to safeguarding and promoting the welfare of students and requires all staff and volunteers to share this commitment. All posts will be subject to a DBS clearance at Enhanced level.

The Person Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	Essential	Desirable
Education, Training and Qualifications		
• Degree or equivalent	X	
• Masters in a relevant subject area		X
• Qualified Teacher Status	X	
• Evidence of and commitment to continuing professional development	X	
Experience, Knowledge, Skills /Competencies		
• Successful school teaching experience with experience of teaching across the age and ability range.	X	
• Well-developed subject knowledge.	X	
• Knowledge and understanding of the theory and practice of effective teaching and learning.	X	
• Knowledge and understanding of key policies in particular: health and safety, child protection, SEND and their implementation in schools.	X	
• In depth knowledge of best practice in teaching and learning, including the use of the latest technologies, to support student learning.	X	
• Make effective use of ICT across the curriculum when teaching and planning.		X
• Communicate effectively both verbally and in writing, to a range of abilities.	X	
Teaching	X	

• Plan, prepare and deliver stimulating and engaging lessons, which make effective use of cross curricular links and teach children how to learn. • Assess and record the progress of students' learning to inform next steps and monitor progress. • Teach using an increasingly wide range of teaching strategies to meet differing learning needs and abilities. • Successfully deploy a wide range of effective behaviour management strategies.	X X	X
Developing Literacy and Numeracy and high ability provision • Be committed to developing literacy, oracy and numeracy skills across the subjects.	X	
Personal Attributes • Resilience, the ability to work under pressure and able to meet deadlines • Ability to think strategically, creatively and to prioritise • Excellent communication skills (including written, oral and presentation skills) • Excellent interpersonal skills • A commitment to Core Education Trust vision, values, aims and the objectives of its academies programme	X X X X X	

HOW TO APPLY

For further information about this exciting opportunity, or an informal discussion please contact Leanne Cureton on L.Cureton@corearena.academy

Only those applicants submitting a CORE Education Trust Application Form will be considered. Please note that we do not accept CVs.

To apply for this role please submit your CORE Application Form to recruitment@core-education.co.uk by noon on 7th October 2022

For more information visit our website, core-education.co.uk/work-with-us

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CORE Education Trust is committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community. We are an Equal Opportunities and Living Wage employer.

CORE EDUCATION TRUST

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DELIVERING A CORE EDUCATION