

## Job description

### Subject Leader – Assistant Head of Science

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To be part of and contribute to the middle leadership team at Lawnswood School.</li> <li>To be accountable for leading, managing and developing Science, across all key stages, within the school.</li> <li>To lead and support all members of the Science team ensuring that school and departmental priorities support improvement.</li> <li>To ensure strategic plans and self-evaluation lead to: <ul style="list-style-type: none"> <li>The regular monitoring of student progress, with immediate intervention to support achievement.</li> <li>Improved standards of student attainment and achievement in all key stages.</li> <li>Curriculum meets the needs of all learners</li> <li>Improved teaching and learning throughout the Science department.</li> </ul> </li> <li>To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.</li> </ul>
<b>Reporting to</b>	<ul style="list-style-type: none"> <li>Head of Science Faculty</li> </ul>
<b>Responsible for</b>	<ul style="list-style-type: none"> <li>Staff within the Science department</li> </ul>
<b>Liaising with</b>	<ul style="list-style-type: none"> <li>Headteacher, Deputy Headteacher(s), AHTs, TLR post holders, subject leaders, student support services, students and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LA staff, parents.</li> </ul>
<b>Working time</b>	195 days per year. Full-time

#### MAIN (CORE) DUTIES

<b>Direction and Development of the Subject</b>	<ul style="list-style-type: none"> <li>To contribute to policies and procedures, in line with school policy, that will ensure high achievement and effective teaching and learning.</li> <li>To support the faculty leader with the day-to-day management, control and operation of course provision and effective delivery within the department, including effective deployment of staff, quality of teaching and learning and physical resources.</li> <li>To ensure appropriate syllabuses/exam boards support teaching and learning and student progress.</li> <li>To implement school policies and procedures, e.g. equal opportunities, health and safety, behaviour policy, SEN, ICT, ARR etc.</li> <li>To lead colleagues in the formulation of aims, objectives and strategic improvement plans (short and long term) for the department that support quality teaching and learning and student outcomes.</li> <li>To contribute to an annual department self-evaluation that analyses strengths, external examination performance analysis and areas for improvement.</li> <li>To contribute to effective monitoring systems within the department that focus on teaching and learning, work sampling, teacher planning, and student voice and produce reports that celebrate good practice, informs future practice and improvement.</li> <li>To ensure the school procedures for lesson observation are effectively implemented.</li> <li>To support the faculty leader to ensure that planned activities reflect the needs of students within the subject area, SIP/DIP and the aims and objectives of the school.</li> <li>To ensure that student performance for your key stage of responsibility is monitored regularly in order that the analysis informs department priorities, teaching and learning, target setting, supporting underachieving students, implementing targeted appropriate intervention and monitor the effectiveness of the subject.</li> </ul>
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<b>Direction and Development of the Subject (cont)</b>	<ul style="list-style-type: none"> <li>To represent the department and/or the school as required at middle leaders' meetings (school, LA), meetings and discussion with partner schools, working party meetings and full staff meetings.</li> <li>To contribute to school's publicity and marketing activities e.g. production of articles for the school website or magazine.</li> </ul>
<b>Teaching and learning</b>	<ul style="list-style-type: none"> <li>To ensure the provision of quality schemes of work for your key stage of responsibility are in line with school policy to ensure quality teaching and learning, curriculum coverage, continuity and progression in the subject for all students, including those of high ability and those with special educational needs.</li> <li>To provide guidance, to all staff within the department, on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different students.</li> <li>To contribute to the upkeep subject knowledge and skills of science staff.</li> <li>To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.</li> <li>To contribute to the production of clear policies and practices, in line with school policy, for robust assessments, assessment for learning, thinking skills, recording and reporting on student achievement, and for using this information to recognise achievement and to assist students in setting targets for further improvement.</li> <li>To encourage extracurricular activities related to the subject and ensuring that the subject permeates the life of the school.</li> <li>To teach students according to their educational needs, including the setting and marking of work.</li> <li>To undertake assessment of students as requested by external examination bodies.</li> <li>To ensure a high-quality learning experience for all students.</li> <li>To support colleagues to make an effective contribution to the moral, spiritual, social and cultural development of staff and students.</li> <li>Working with the faculty leader and lead teachers, to ensure discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> </ul>
<b>Leading and Managing Staff</b>	<ul style="list-style-type: none"> <li>To establish clear expectations and constructive working relationships among staff involved with the subject through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate.</li> <li>To act as a positive role model.</li> <li>To coach members of staff in order that they develop quality teaching and learning within the department and to enable all teachers to achieve expertise in their subject teaching.</li> <li>To contribute to the training, monitoring, support and assessment of ITTs and ECTs in the department in relation to the appropriate standards.</li> <li>To work with the SENCO and any other staff with inclusion expertise, to ensure that work is matched to individual students' needs.</li> <li>To work with the Faculty leader to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>To undertake Professional Reviews for a group of staff within the department.</li> <li>To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the faculty liaising with the Cover Supervisor/relevant staff.</li> <li>To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.</li> </ul>
<b>Curriculum development</b>	<ul style="list-style-type: none"> <li>To keep up to date with national developments relating to teaching and learning.</li> <li>To actively monitor and respond to curriculum development initiatives at local regional and national levels.</li> <li>To seek to enhance the curriculum through an awareness of opportunities at local, regional and national levels.</li> </ul>

<b>Pastoral System</b>	<ul style="list-style-type: none"> <li>• To promote the SMSC development of individual students and the Tutor Group as a whole.</li> <li>• To monitor and support the overall progress and development of students for your key stage of responsibility within the department.</li> <li>• To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.</li> <li>• To support colleagues in ensuring the behaviour policy is implemented in the department so that effective learning can take place.</li> <li>• To be a Form Tutor to an assigned group of students.</li> <li>• To promote the general progress and wellbeing of individual students and of the Tutor Group as a whole.</li> <li>• To liaise with a Year Manager and a Head of Year to ensure the implementation of the school's pastoral system.</li> <li>• To register students, and encourage their full attendance to all lessons and registration periods</li> <li>• To evaluate and monitor the progress of students for your key stage of responsibility and keep up-to-date student records as may be required.</li> <li>• To alert appropriate staff to problems experienced by students.</li> <li>• To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.</li> <li>• To contribute to pastoral programme, student engagement, student leadership, citizenship and enterprise according to school policy.</li> </ul>
<b>Management information</b>	<ul style="list-style-type: none"> <li>• To ensure the maintenance of accurate and up to date information about the department on management information systems as required (e.g. SIMS).</li> <li>• To produce reports, analysis and commentary for your key stage of responsibility about examination performance, progress and other data as required.</li> <li>• To support the Data team to manage the department's collection of data for your key stage of responsibility.</li> </ul>

#### Other Specific Duties

- To actively promote the school's safeguarding policies and procedures
- To play a full part in the life of the school community, to support its ethos and to encourage staff and students to follow this example.
- To promote actively the school's policies and procedures
- To continue personal development as agreed.
- To comply with the school's health and safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCB not mentioned in the above.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced Disclosure and Barring Service (DBS) check.

This job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.