

Job Description: Assistant Head of Science (HoD - Secondary)



Post Details

School: Twynham School
Grade: TLR 2.1
Weeks per year: Full time
Duration: Permanent
Responsible to: Head of Science

Main Purpose

To lead and inspire excellence throughout the schools.

To support the work of the Head of Department, deputising as the HoD in their absence.

To support the Director of Science and HoD in ensuring the highly effective implementation of the TL Secondary Science curriculum at Twynham School.

To work closely with the Director of Science and HoD to ensure the smooth day to day running of the Science department at Twynham School.

To share accountability with the HoD for high standards of learning and student outcomes at Twynham School.

To support the HoD in the successful implementation of effective intervention strategies in Science in all year groups to ensure that all students make excellent progress.

Main Duties and Responsibilities

- To support the HoD in taking responsibility for the effective implementation of a world class curriculum in Science at Twynham School.
- To support the HoD in any inspection, review or visit related to Science.
- To support the HoD in maintaining an up to date Curriculum Handbook documenting the Science curriculum as well as subject specific pedagogy and other relevant information.
- To set aspirational standards of students in Science and ensure the teaching staff maintain these high expectations.
- To support the HoD in ensuring a shared understanding of the curriculum design in Science at TS.
- To support the HoD in ensuring that all teachers in the department set relevant homework and adhere to all departmental policies.
- To take responsibility for the effective evaluation and quality assurance of aspects of curriculum implementation across both schools and to lead subsequent reviews and intervention as required and directed by the HoD.
- To be responsible for the close tracking and monitoring of students as requested by the HoD and using relevant data to identify students for whom additional intervention is needed to ensure gaps in cohort progress are closed.
- To support the development and implementation of the Department Development Plan ensuring that improvement priorities are accurately identified and that the action plan is regularly reviewed and updated.

- To be responsible for ensuring agreed aspects of the subject area of the student gateway are kept up to date, relevant and are easily accessible to students providing excellent opportunities for independent learning.
- To support the HoD in ensuring the effective day to day running of the department including maintaining resourcing and equipment.
- To support the HoD in their responsibility for the Science capitation budget ensuring that resources are managed effectively and efficiently.
- To provide accurate and timely evaluation of the Science curriculum and staffing as required by senior leaders across the trust.
- To be forensic in the analysis of the impact of aspects of the curriculum, using internal and external data alongside qualitative measures to ensure excellent outcomes for all student groups.
- To work closely with senior leaders and the HoD to drive school-specific improvement strategies.
- To be responsible for the performance management of staff as directed by the DHT (Academic).
- Actively monitor and respond to developments and initiatives in Science at national, regional and local levels.
- Work closely with the HoD to ensure every member of staff in Science has a thorough appreciation of the dynamic that exists between teaching, curriculum and assessment and the role each plays in improving learning.
- As required to support the work of the SISS (Self-improving school system) Board as directed by senior Trust leaders.
- To teach key student groups as agreed with the HoD.
- To work closely with the HoD to ensure that an effective subject-specific CPD programme is in place for all teachers of Science and that they have access to high quality training and development based on evidence informed and research-led thinking.
- To take responsibility for developing aspects of an ambitious and wide-ranging extra-curricular Science programme.

Other Duties

- Working closely with the Director of Science and Head of Science to provide accurate evaluation of the quality of teaching and development and recruitment needs within Science.
- Provide accurate and timely reporting on the quality of teaching in Science across the schools using effective tracking and monitoring systems.
- To support the TL Performance Management and appraisal processes, being an appraiser for identified staff and ensuring that high standards of performance are both set and met in line with Trust policy.
- To play a full part in the life of the Trust community, to support its vision, mission and values.
- To support the work of Twynham Learning MAT which at times may require supporting other schools within the MAT as agreed in consultation with the postholder.
- To support the work of Two Rivers Institute (TRI, formerly Twynham Teaching School) which, at times, may require supporting schools locally or delivering CPD through TRI as agreed in consultation with the postholder.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's Safeguarding and Child Protection policies.

All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time.

Ambition for excellence Professionalism Humility Championing change	Inclusiveness Positivity Community-mindedness Being collaborative
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Personal Attributes
<ul style="list-style-type: none"> • High-energy and passionate individual with a clear moral purpose which is driven by a desire to improve the life chances of young people. • Highly emotionally resilient • A reflective practitioner with a history of expertise in classroom pedagogy and the ability to improve outcomes for students • An ability to inspire and relate well to the whole community. • An emotionally intelligent colleague who can adapt to a range of situations and communicate with various stakeholders including students, parents and other colleagues and professionals. • A team player who is comfortable in both providing and responding to professional challenge. • A commitment to and evidence of professional development of both yourself and others • A commitment to engaging with evidence and research to inform practice • Outgoing and enthusiastic with a positive “can-do” attitude and a solution-focused approach. • A sense of humour

Notes
<p>This job description may be amended at any time in consultation with the postholder. 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.</p>