**Job Description**

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| **Job Title:**  | Head of Science |
| **Multi Academy Trust:** | Ted Wragg Multi Academy Trust |
| **School:** | West Exe School |
| **Responsible To:**  | Deputy Headteacher |
| **Salary Grade:**  | L9 – L13 |

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| **Key Purpose of Job**1. To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support positive student progress within the new Progress 8 measure.
2. To deliver a robust curriculum that challenges and supports student outcomes.
3. To support the delivery of excellent teaching within the department.
4. To seek excellence in every aspect of the department and act as an outstanding role model for members of the department in all aspects of work in school (teaching, professional conduct, meetings with parents/other agencies etc.)
5. To lead on whole school areas outside of the science department as an assistant headteacher.
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| **Anticipated Outcomes of Post**1. Students, regardless of their social or cultural background, are motivated to succeed and make outstanding progress through creative, relevant and innovative teaching and learning.
2. To lead a cohesive and forward thinking team to deliver a learning environment and curriculum that is fit for future generations.
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| **List Key Duties and accountabilities of the post** 1. To lead the department towards outstanding by ensuring students make excellent progress and that they have a high quality and consistent experience across the department.
2. To be accountable for student progress and development within the subject area.
3. To develop and enhance the teaching practice of others so that all department members are continuing to outstanding classroom practitioners.
4. To challenge under-performance supportively and not accept excuses for poor practice/results (seeking support and advice from Headteacher when needed)
5. To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, working with trust colleagues to further develop alignment.
6. To enable all students (and especially students from vulnerable groups) to access a broader understanding of the subject through wider cultural experiences, work-related learning, political debate, local and national competitions etc.
7. To be accountable for leading, managing and developing the subject/curriculum area.
8. To manage and deploy teaching/support staff, financial and physical resources within the department effectively to support the department and school development plan.
9. To prepare students for the next step of their education at post-16.
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| **Budgetary / Financial Responsibilities of the post**1. To organise and manage the department budget to ensure the efficient and effective use of all resources.
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| **Supervision / Line Management Responsibilities of the post** 1. To work with the Headteacher to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
2. To ensure that staff in the department are delivering consistently high quality lessons through coaching and informal learning walks.
3. To work with the trust curriculum alignment team to support the development and enhancement of our new aligned curriculum
4. To make appropriate arrangements for classes when staff are absent, ensuring that appropriate cover has been set, liaising with the cover supervisor/relevant staff to secure appropriate cover.
5. To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
6. To promote teamwork and to motivate staff to ensure effective working relations.
7. To participate in the school’s ITT programme.
8. To be responsible for the day-to-day management of staff within the designated department.
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| **Working Environment & Conditions of the post**1. In support of the Trust’s vision and ethos of shared teaching and learning to improve educational outcomes for young people, the post-holder may be required to travel and teach within any school in the Ted Wragg Multi Academy Trust.
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| **Other Duties**1. To play a full part in the life of the school community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and students to follow this example.
2. To continue personal professional development as agreed.
3. To engage actively in the department’s performance review process.
4. The post-holder must comply with the Trust’s Health and Safety requirements specifically for the school they are working at.
5. This post is based at West Exe School, but the post holder may be required to move their base to any other location within the Trust upon request.
6. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
7. To undertake additional duties as required, commensurate with the level of the job.
8. To attend Awards Evenings and Celebration Events.

All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members. The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether ‘spent’ or ‘unspent’. Criminal convictions will only be taken into account when they are relevant to the post. |

**Person Specification**

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|  | **Essential / Desirable** | **Evidence** |
| **Qualifications and Experience:** |  |  |
| Qualified Teacher Status or equivalent | E | C |
| Relevant University Degree (2:2 or higher) or Equivalent | E | C |
| Evidence of Continued Professional Development | E | A, C, R, I |
| Recent and relevant teaching of good to outstanding lessons at Key Stage 3 and 4 in geography | E | A, I , R |
| A teaching experience of at least two years | E | A, R |
| A track record of excellent student progress demonstrated by examination outcomes | E | A, I , R |
| Evidence of securing improvements in Geography within a school environment | D | A,I,R |
| **Curriculum and Knowledge:** |  |  |
| Wide knowledge and understanding of geography | E | A, I , R |
| Knowledge of current educational issues, an awareness of recent developments in the National Curriculum and changes in the key stage 4 curriculum | E | A, I , R |
| Ability to use data effectively to support student progress | E | A, I , R |
| Show an awareness of what constitutes outstanding pedagogy and practice | E | A, I , R |
| Understand changes to exams and whole school accountability measures | E | A, I, R |
| **Skills and Attributes:** |  |  |
| Enthusiasm, drive and a love for the job | E | A, I , R |
| A passion for ensuring that all aspects of school life demonstrate integrity and respect |  |  |
| Commitment to a high profile presence in and around the school |  |  |
| A good sense of humour | E | A, I , R |
| Excellent communication skills both verbally and written | E | A, I , R |
| Be a role model and contribute to sharing high quality practice within the team | E | A, I, R |
| An ability to organise, plan and prioritise time effectively | E | A, I, R |
| A willingness to challenge others to promote positive outcomes  | E | A, I , R |
| Flexibility and adaptability | E | A, I , R |
| Ambition and enthusiasm to develop your subject area, your own knowledge and support others to develop within the school. | E | A, I , R |
| Demonstrate knowledge of Child Protection and Safeguarding requirements within an education setting and in accordance with the DfE expectations | E | A, I , R |
| Fitness to undertake the role following a pre-employment medical check | E | C |
| Enhanced DBS clearance, other relevant overseas checks if applicable, satisfactory references covering a minimum of 5 years and certification demonstrating right to work in the UK | E | C |

**Key to Evidence:**

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| A – Application Form & Letter | C - Certificates |
| I - Interview | R – Reference |