

JOB DESCRIPTION – Assistant Team Leader for Science

Job title	Assistant Team Leader for Science
Grade	MPS/UPS plus TLR of £4,781
Responsible to	Curriculum Leader for Science
Effective from	September 2022

SUMMIT LEARNING TRUST Mission Statement

Strength through diversity
Ambition through challenge
Excellence through curiosity

General responsibilities and duties:

- To raise standards of student achievement within the curriculum area for KS3. To monitor, support and drive student progress and attainment so it is consistently above FFT 20 school targets.
- To be accountable for KS3 student progress, attainment and development within the curriculum area; resulting in progress measures for Mathematics being above greater than 0 (P8)
- To monitor, develop and enhance the teaching practice of others.
- To ensure the provision of an appropriate broad, balanced, relevant and differentiated curriculum for students, in accordance with the aims of the school and the curricular policies as agreed by the Local Governance Board and Principal.
- To be accountable for leading, managing and developing the curriculum area so that provision consistently meets the needs of ALL learners.
- To effectively deploy and lead staff and manage financial and physical resources within the curriculum area.
- To play a full part in the life of the school community, to support its distinctive aims and ethos and encourage staff and student to follow this example.
- To assist in ensuring that all teachers within the curriculum area meet all standards of profession conduct as laid out in the Core Teaching Standard (TDA Sept 2012)

Teaching & Managing Student Learning:

- Design, develop, monitor and evaluate all programmes of study and their delivery at KS3 within the curriculum area. Utilise the strengths and skills of individual members of the team in the delivery of these programmes.
- Assist in developing the assessment process within the area, including target setting, recording and monitoring.
- Monitor the consistency and effectiveness of the teaching and learning using the school's self-evaluation process.

- Monitor student attainment and take action to raise levels of achievement, evaluation and monitoring the impact.
- Monitor the changing national landscape in the subject area and ensure exemplar teaching practice and methodology are maximised across the team. Disseminate to team as appropriate. Ensure these developments are monitored and effectively delivered.
- Work with relevant colleagues to develop and integrate literacy within the curriculum area.
- Ensure the provision of curriculum enrichment and extracurricular opportunities.
- Ensure curriculum continuity at KS2 to KS3 liaising with primary feeder schools.
- Work with colleagues to formulate aims, objectives and strategic plans for the curriculum area which have coherence and relevance to the needs of students and the aims and objectives of the School Development Plan.
- Liaise with other Leaders to ensure the work in the curriculum area fully reflects the school's distinctive ethos and aims.
- Contribute to the school's procedures for lesson observations and share good practice.
- Provide the Local Governance Board with relevant information relating to the team's development and performance.
- Develop and promote working relationships with the school's Trust.

Pastoral:

- Ensure the school's procedures for awards and sanctions are followed throughout the curriculum area. Monitor and support as required.
- Ensure the maintenance of the school's standards of behaviour, punctuality and uniform.
- Promote, monitor and support the overall development and achievement of students within the curriculum area.
- Support the school's Pastoral system, liaising with Pastoral Managers and contributing to the resolution of specific pastoral problems.
- Liaise and work with all relevant support staff in the pastoral care of students.
- Maintain accurate attendance registers on SIMS, monitor attendance within the curriculum area and liaise with relevant other staff.
- Maintain and keep accurate student records and files.
- Accompany students to assemblies and encourage their full attendance and participation in the assembly.
- Encourage and reward student participation in all aspects of school life.
- Contribute to Action Plans, PSPs, IEPs, progress files and other reports as required.
- Communicate effectively with parents, carers, families and external agencies regarding the welfare of individual students within agreed school policies.

Working with staff & other adults

- Be a strong but consultative assistant team leader involving the full team, promoting effective team work and decision making. Motivate staff to ensure effective working relations.
- Ensure effective and equitable management and deployment of staff in the curriculum area
- With Team Leader, AP and AP for CPD, identify staff development needs at individual and team level. Ensure needs are met effectively. Deliver CPD to team and whole school.
- Ensure the effective deployment staff to ensure the needs of all learners are met.
- Assist with Performance Management Appraisals and act as an appraiser for staff, including relevant support staff.
- Make appropriate arrangements for classes when staff are absent, liaising with the Administrator for Cover, Cover Supervisors and other relevant staff.
- Liaise with cluster and other schools, FE Colleges, higher education and other relevant bodies

- Participate in the selection and interview process for teaching (and if relevant support staff) posts when required.
- Ensure effective induction for new staff in line with school procedures.
- Participate, if relevant, in the school's ITT programme.
- Ensure the team works effectively and efficiently with a wide range of support staff.

General

Managing Policy

- Adhere to and promote all school policies.
- Assist with the management of policy into practice within own curriculum area ensuring the team has developed, negotiated and written policies that support the school and student needs.
- Ensure the School's Health and Safety policy is adhered to and relevant Risk Assessments are in place.

Managing resources / finance / buildings and equipment

- Work with all staff to ensure the effective use and care of the school site and all school equipment and resources.
- Promote the use of resources to provide a pleasant and positive learning environment.
- Promote the team and students through displays and other publicity materials.
- Manage available resources of space, staff, funding, resources and equipment for the specific curriculum area within the guidelines and procedures of the school.
- Deploy the curriculum area's capitation budget effectively and efficiently ensuring value for money.
- Requisition, organise and manage resources and stock.
- Work with the VP for responsible for the curriculum to ensure the teaching commitments are effectively and efficiently time tabled.
- Any other appropriate and reasonable activity as may be directed from time to time by the Principal.

Notes

- This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

We welcome applications regardless of age, gender, ethnicity or religion. The school is committed to safeguarding and promoting the welfare of our students and we expect all applicants to share this commitment. Appointments will be subject to an enhanced DBS disclosure with barred list check.

Job description issued by the Principal:	
Copy received by:	
Date:	