LUTTERWORTH COLLEGE

Job Description

Post Title	Associate Assistant Headteacher – Science (with whole school responsibilities)

Purpose of Post	- Under the direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD). - Raise standards of student progress and achievement within the whole curriculum area and monitor and support student progress. - Be accountable for student progress and development within the subject area. - Develop and enhance the teaching practice of others. - Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the school's ethos, aims and curricular policies. - Be accountable for leading, managing and developing the subject/curriculum area. - Manage effectively and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio. - To lead on the vision and strategic development of Science at the school. - To agree whole school responsibilities with the Headteacher in order to aid progression as a senior leader. - To actively participate as a member of the senior leadership team

Reporting To	Deputy Head (Academic)

Salary / Grade	L7 to L11
Working Hours	In accordance with Pay & Conditions Document relating to teachers on the pay range of the leadership scale.

Main (Core) Responsibilities

Operational / Strategic Planning	- Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Science department. - Be responsible for the day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources. - Monitor actively and follow up student progress.

	• Implement school policies and procedures, e.g. equal opportunities, health and safety, COSHH, accommodation strategy, etc. • Work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school. • Support the school's social and moral teaching as part of its Church of England VC status. • Lead and manage the planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area and the aims and objectives of the school. • Ensure that health and safety policies and practices, including risk assessments, throughout the department are in-line with national requirements and are updated where necessary, therefore liaising with the school's Health and Safety Manager
Curriculum Provision & Development	• Liaise with the Deputy Head (Academic) to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective Science curriculum programme which complement the school self-evaluation and the School Improvement Plan. • Lead curriculum development for the whole department. • Keep up to date with national developments in the subject area and teaching practice and methodology. • Actively monitor and respond to curriculum development and initiatives at national, regional and local levels. • Liaise with the Deputy Head (Academic) to maintain accreditation with the relevant examination and validating bodies. • Be responsible for the development of key skills in Science. • Ensure that the development of Science is in line with national developments. • Develop learners' skills in ICT, Literacy and Numeracy. • Ensure appropriate differentiation of the curriculum to meet the needs of all learners.
Staffing	• Work with the Deputy Head (Academic) to ensure that staff development needs are identified and that appropriate programmers are designed to meet such needs. • Continue own professional development as agreed with Deputy Head (Academic). • Be responsible for the efficient and effective deployment of the Department's support staff. • Undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department. • Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department. • Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures. • Promote teamwork and to motivate staff to ensure effective working relations. • Be responsible for the day-to-day management of staff within the designated department and act as a positive role model

Quality Assurance	• Ensure the effective operation of quality control systems. • Establish the process of the setting of targets within the department and to work towards their achievement. • Establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department. • Contribute to the school procedures for lesson observation. • Implement school quality procedures and to ensure adherence to those within the department. • Monitor and evaluate the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria. • Seek/implement modification and improvement where required. • Ensure that the department's quality procedures meet the requirement of self-evaluation and the Strategic Plan.
Management Information	• Ensure the maintenance of accurate and up-to-date information concerning the department on the management information system. • Make use of analysis and evaluate performance data provided. • Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. • Produce reports within the quality assurance cycle for the department. • Produce reports on examination performance, including the use of value-added data. • In conjunction with the Deputy Head (Academic), manage the department's collection of data. • Provide the Governing Body with relevant information relating to the departmental performance and development. • Liaise with the Learning Support team to ensure appropriate records are kept up-to-date.
Communications and Liaison	• Ensure that all members of the department are familiar with its aims and objectives. • Ensure effective communication/consultation as appropriate with the parents of students, contributing to events designed to advise students about the curriculum and future career paths. • Liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies. • Represent the department's views and interests. • Contribute to the planning and delivery of school liaison activities. • Lead the development of effective subject links with partner schools and the community, promoting subjects effectively at liaison events in school, partner schools and the wider community. • Promote actively the development of effective subject links with external agencies.
Management of Resources	• Manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.

	• Work with the Deputy Head (Academic) in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.
Pastoral System	• Monitor and support the overall progress and development of students within the department. • 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. • If necessary, act as a Form Mentor and to carry out the duties associated with that role as outlined in the generic job description/staff handbook. • Contribute to PHSE, citizenship and enterprise according to school policy. • Ensure the behaviour management system is implemented in the department so that effective learning can take place. • Engender, by example and practice, enthusiasm for the subject.
School Ethos	• Play a full part in the life of the school community, • Promote actively the school's corporate policies. • Comply with the school's health and safety policy and undertake risk assessments as appropriate.