**Curriculum Leader of Science**

**Job Description**

**£4223**

**Purpose:**

* To oversee the development of a science curriculum across Key Stages 2-5 for Hexham Middle School and Queen Elizabeth High School, within Hadrian Learning Trust.
* To be accountable for student progress and development within Science.
* To develop and enhance the teaching practice of others.
* To ensure the provision of an appropriately broad, balanced, relevant, and differentiated Science curriculum in accordance with the aims of the school and the curricular policies.
* To be accountable for leading, managing and developing Science in the schools.
* To ensure a high quality extra-curricular and enrichment programme (STEM) is in place in Science across both schools.

**Reporting to:** member of Senior Leadership Team

**Responsible for:** TLRs within the Science department, teaching staff

**MAIN DUTIES**

**Operational/Strategic Planning**

* To develop and review specifications, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
* To oversee day-to-day management, control, and operation of course provision within the department, including effective deployment of staff and physical resources.
* To actively monitor and follow up student progress across all strands of Science.
* To implement School Policies and Procedures
* To 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.
* To 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.

**Curriculum**

* To liaise with appropriate member(s) of the Senior Leadership Team and TLRs in the Science department to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum.
* To be accountable for the development and delivery of the department’s curriculum with oversight of intention, implementation and evaluation of impact.
* To keep up to date with and respond to national developments in the subject area and teaching practice and methodology.
* To co-ordinate and implement a rigorous intervention programme to ensure all students achieve their academic potential.
* To ensure that a good range of extra-curricular opportunities is available at each key stage.

**Staff Development:**

* To attend all CPD sessions during time allocated for whole school CPD.
* To attend all CPD sessions during time allocated for departmental CPD.
* To direct and support departmental colleagues’ professional development as it relates to science provision.

**Recruitment/ Deployment of Staff**

* To work with appropriate member(s) of the Senior Leadership Team
* To be responsible for the efficient and effective deployment of the department's support staff.
* To undertake Appraisal Reviews and to act as reviewer for a staff in the department.
* To make appropriate arrangements for classes when members of staff are absent, ensuring appropriate cover within the department, liaising with the appropriate member(s) of the Senior Leadership Team.
* To actively participate in the recruitment process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
* To promote teamwork and to motivate staff to ensure effective working relations.
* To participate in the school’s ITT programme and ensure their appropriate support for ITT students throughout the year.
* To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.

**Quality Assurance:**

* To establish the process of target setting within the department and to work towards the achievement of those targets.
* To establish common standards of practice within the department and develop the effectiveness of teaching and learning, in line with school policies.
* To contribute to the schools’ procedures for Quality of Education.
* To produce an annual examinations analysis and department review as part of the school’s self-evaluation cycle.

**Management Information:**

* To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
* To analyse and evaluate, with the department, performance data provided and take appropriate action in response.

**Communications:**

* To ensure that all members of the department are familiar with departmental aims and objectives within the framework of each school’s development plan.
* To ensure effective communication/consultation as appropriate with the parents of pupils.
* To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
* To represent the department’s views and interests at Curriculum Leaders’ meetings and other forums.

**Marketing and Liaison:**

* To contribute to school liaison and marketing activities, e.g., the collection and collation of material for options booklets or the school website.
* To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Evenings and other events.

**Management of Resources:**

* To manage the available resources of staff, finance, space, and equipment efficiently within the limits, guidelines and procedures laid down.
* To work with the relevant member(s) of the Senior Leadership Team in order to ensure that the department's teaching commitments are effectively and efficiently time-tabled and roomed.

**Pastoral System:**

* To be familiar with the Trust’s Safeguarding and Child Protection Policy and to report concerns to the designated Safeguarding Officer.
* To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.
* To monitor and support the overall progress and development of students within the department.
* To monitor student attendance together with students' progress and performance, with the class teacher, in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
* To contribute to each school`s pastoral programme and other cross-curricular projects, according to school policy.

**Teaching:**

* To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher and school policies.

**Other Specific Duties**:

* 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.
* To continue personal professional development as agreed.
* To engage actively in the Appraisal process.
* To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate.
* To undertake any other duty as specified by STPCD not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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 adopt a professional, courteous demeanour at all times during communication with colleagues, visitors, or students.

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.