



## Job Description

<b>POST:</b>	Deputy Curriculum Leader for Science
<b>CONTRACT:</b>	Full time, permanent
<b>GRADE:</b>	MPR/UPR plus TLR2
<b>LINE MANAGER:</b>	Curriculum Leader for Science

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**To support the Curriculum Leader in Science in the following areas:**

### Principal responsibilities

This role is in place to ensure that pupils in Science make maximum academic progress and develop a passion for the subject that promotes the very highest levels of pupil engagement.

The role is required to support in the continual drive to improve and develop teaching and learning strategies to ensure that our Science classrooms are places of challenge and intrigue.

The ability to support colleagues across the department to continually improve their own practice by supporting the development of an honest and reflective culture is an essential element of this role.

The role will involve supporting the Curriculum Leader in all aspects of leadership and driving improvements, as detailed in the following sections. In particular, this role will have a core focus on:

- Implementation of:
  - assessment and marking strategies
  - further development and implementation of data use strategy.
- Departmental champion for learning to learn whole school approach.
- Standardisation and moderation logistics.
- Effective use of Quality Assurance data to improve outcomes and further improve quality of teaching.

### Support the Curriculum Leader to:

Ensure that all pupils achieve excellent academic progress by:

- Promoting a culture of intrigue and engagement in Science
- To ensure that the delivery of colleagues teaching is consistently impactful in inspiring pupils and promoting purposeful engagement in learning
- To ensure that all members of the Science department are supported to contribute to the continued development and delivery of our Science curriculum

Develop and enhance the teaching practice of others by proactively observing learning and monitoring pupils' perceptions through pupil voice work.

Ensure that feedback is consistently used to support pupil progress.

Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the department, in accordance with the aims of the school and the curricular policies.

Liaise with Senior Leadership Team, other Heads of Department, pupil support services and relevant cross-school responsibilities, relevant associate support staff, parents.

Manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.

To be accountable to the Curriculum Leader for pupil progress, attainment and development within Science at all levels: A Level, GCSE, Science at KS3/4.

To deputise for the Curriculum Leader as required.

## **Main Duties**

### **Operational/Strategic Planning**

Support the Curriculum Leader to:

- Develop appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department
- Regularly review and evaluate the Science curriculum
- Actively track and monitor pupil progress putting in place strategies where appropriate to support improved progress
- Implement school policies and procedures, for example equal opportunities, health and safety, accommodation strategy etc.
- Link with the Heads of Key Stage to ensure that the work in the curriculum area fully reflects the Trust's distinctive ethos and mission
- Ensure that the department development plan is implemented and input is measured

### **Curriculum Provision**

Support the Curriculum Leader to:

- Delivery of an appropriate, energy and high-quality curriculum in place to facilitate learning
- Objectively evaluate the curriculum and identify development areas on a regular basis, evaluating the effectiveness of intent implementation and impact.
- Drive the school culture in science classrooms to further develop our culture of high aspiration and embedding learning PRIDE (Arden works to instil PRIDE in learning that focuses on pupils learning behaviours of: **P**articipation, **R**espect, **I**ndependence, **D**etermination and **E**nergy)

### **Curriculum Development**

Support the Curriculum Leader to:

- 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

## **Staffing**

- To undertake appraisal reviews and to act as reviewer for staff within the department
- Support effective induction of new staff in line with school procedures.
- Participate in the school's ITT programme by supporting with or delivering training if required
- To promote teamwork and to motivate staff to ensure effective working relations

Support the Curriculum Leader:

- In the day-to-day management of staff within the designated department and act as a positive role model
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff

## **Quality Assurance**

- Contribute to the school procedures for lesson observation

Support the Curriculum Leader to:

- Drive the highest standards of teaching & learning across the department
- In 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
- Implement school quality procedures and to ensure adherence to those within the department
- Monitor and evaluate the curriculum area in line with agreed school procedures including evaluation against quality standards and performance criteria
- Seek and implement modification and improvement where required
- Ensure that the Department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan

## **Management Information**

Support the Curriculum Leader to:

- Monitor the effectiveness of teacher feedback across the department evaluating its impact on pupil progress
- Make use of analysis and evaluation of performance data provided to further ensure pupil progress
- 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 on examination performance, including the use of value-added and progress to identify areas of strengths and next steps to further develop data

- Provide the Governing Body with relevant information relating to the departmental performance and development

## **Communications**

Support the Curriculum Leader to:

- Ensure that all members of the department/curriculum area are familiar with its aims and objectives
- Ensure effective communication/consultation as appropriate with the parents of pupils

## **Pastoral System**

Support the Curriculum Leader to:

- monitor and support the overall progress and development of pupils within the curriculum area
- monitor pupil attendance together with pupils' 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
- role model and promote the Arden values through all activities and directing the pupils through tutor time
- act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description where required
- contribute to PSHE, citizenship and enterprise according to the Trust policy
- ensure the Behaviour Management system is implemented in the department so that effective learning can take place

## **Teaching**

- To undertake an appropriate programme of teaching, reflecting the responsibilities of the role, and in accordance with the duties of a standard scale teacher

## **Additional Duties**

- To play a full part in the life of the school community, to support its distinctive mission, ethos and to encourage and ensure staff and pupils follow this example

## **Other Specific Duties**

- To make a contribution to the wider life of the school: enrichment activities, clubs, educational visits, support activities, assemblies
- To continue personal development / training
- To undertake any other duty as specified by STPCD not mentioned in the above

Support the Curriculum Leader to:

- carry out appraisal for staff within the department and ensure appropriate CPD is available

## **General Duties**

- (a) To carry out a share of supervisory duties in accordance with published rosters

- (b) To participate in the meetings arranged with colleagues, parents and others, relative to the above duties
- (c) To cover for absent colleagues as agreed in the school's cover policy
- (d) To participate in arrangements made for the Appraisal under the Trust scheme for the appraisal of school teachers
- (e) To participate in pupil review
- (f) To travel between educational establishments as required by the role.

## **Continuing Professional Development – personal**

1. In conjunction with the Associate Headteacher, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
2. Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Associate Headteacher or the incumbent of the post.

Approved by: Associate Headteacher	Revision Date - 23/01/2024
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