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**JOB DESCRIPTION**

**DEPUTY CURRICULUM LEADER – SCIENCE**

**MPS/UPS + TLR 2.1**

## GENERAL DESCRIPTION

The duties of all teachers are set out in the Generic Teacher Job Description. Teachers who hold a TLR have the following additional duties. They will

* Promote the highest possible standards of achievement and attainment within their area of responsibility.
* Be responsible for developing high quality courses, leading and managing staff working within their area and maximising student achievement.
* Contribute to the development of the whole school ethos and planning, ensuring that school priorities are reflected in the activities of their area.

**NATIONAL CONTEXT**

TLRs may be awarded when a teacher has a responsibility that is not required of all classroom teachers and that

1. Is focussed on teaching and learning
2. Requires the exercise of a teacher’s professional skill and judgement
3. Requires the teacher to lead, manage and develop a subject or curriculum area: or to lead and manage pupil development across the curriculum.
4. Has an impact on the educational progress of pupils other than the teacher’s assigned classes or groups of pupils.
5. Involves leading, developing and enhancing the teaching practice of other staff.

**OVERVIEW OF RESPONSIBILITIES**

The post holder will be responsible and accountable to the Curriculum Leader for:

* Student progress

# Leading and managing staff

* Assisting in developing appropriate courses as required in KS3, KS4 and Post 16
* Contributing to the delivery of schemes of work
* Developing and enhancing the skills of staff

# AREAS OF RESPONSIBILITY

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# Forward Planning and Review

1. The establishment of the Aims and Objectives of the designated area(s) in conjunction with colleagues.
2. Assisting in the effective monitoring and review of all activities within the department.
3. Assisting in the preparation, review and upgrading of Schemes of Learning (SoLs).
4. Attending full staff meetings as required.
5. To assist in developing and implementing policies within the department which reflect the school’s commitment to high achievement based on effective teaching and learning

# Curriculum Management

1. Keeping up to date with developments and good practice in the area(s) of responsibility
2. Assist in preparing schemes of learning for the area that meet National Curriculum and qualification requirements and are regularly updated.
3. To be aware of the implications for the subject of the Code of Practice for Special Educational Needs, and to liaise with the SENDco to ensure that individual education plans and extension activities are effectively used to set subject-specific targets and to match work to pupils’ needs
4. **Teaching and Classroom Management**
5. Assessing pupil performance by the setting of examinations, tests or assignments, especially those required by exam boards, in-line with school policies.
6. Assist in monitoring the progress and performance levels of students. Compiling records of pupils' performance and any other appropriate data.
7. Ensuring effective liaison with parents through the medium of reports, parent consultation evenings and special functions.
8. Ensuring that any visits for groups of pupils from the area are properly selected, arranged and conducted.
9. Ensuring the maintenance of pleasant and stimulating physical environments that support the learning process.
10. **Personnel Management**
11. To set standards and provide a role model for staff and pupils in the teaching and learning of the subject, acknowledging and disseminating good practice as appropriate
12. Assist in ensuring that support staff working within the department are working effectively for the benefit of students.
13. Assist in ensuring student teachers on practice in the school receive suitable help and guidance to benefit their training.
14. Promoting enrichment opportunities for students.
15. **Administration and Liaison**
16. Support the curriculum leader in ensuring that financial and physical resources are used to give “best value” and to promote high standards of teaching and learning.
17. Taking appropriate measures to ensure the security of all equipment and resources.
18. Ensuring effective involvement of the subject area in Open Evenings, Parent Consultation Evenings and other events when the community and parents access the school.
19. Ensuring effective liaison with parents through the medium of reports, Parent Consultation Evenings and special functions.
20. Ensuring effective liaison with external agencies as and when appropriate.

**The above Job Description will be reviewed annually and may be modified to meet the changing needs of the school.**