



Notley High & Braintree Sixth Form

Job Description & Person Specification

Deputy Head of Science

Job Title:	Deputy Head of Science
Scale:	Main Pay Range / Upper Pay Range
Responsible to:	Head of Science
Responsible for:	Science Teachers within assigned key stage/subject area

Job Purpose:	To work as a key member of the Science Faculty leadership team, supporting the Head of Science in driving excellence in teaching, learning and outcomes. The post holder will take strategic responsibility for either Key Stage 3 or 4 curriculum leadership OR subject leadership for Biology/Chemistry/Physics, ensuring high-quality provision, strong academic outcomes and an engaging, inclusive science curriculum.
Duties & Responsibilities:	<p>Strategic Leadership</p> <ul style="list-style-type: none"> • Support the Head of Science in implementing the faculty vision and strategic priorities • Lead either KS3/KS4 curriculum development OR specific science subject development (Biology/Chemistry/Physics) as determined by faculty needs • Monitor and analyse student progress data, identifying intervention strategies and implementing targeted support • Contribute to faculty self-evaluation processes and improvement planning • Deputise for the Head of Science when required • Represent the faculty in relevant whole-school meetings and working groups <p>Curriculum and Assessment Leadership</p> <p>For KS3/KS4 Lead pathway:</p> <ul style="list-style-type: none"> • Oversee curriculum design, sequencing and implementation across the assigned key stage • Ensure progression pathways support student achievement from KS2 transition through to GCSE outcomes • Coordinate assessment strategies, ensuring consistency and rigour across all science disciplines • Lead moderation processes and quality assurance of assessment practices • Develop and implement intervention and classroom based strategies to address underperformance <p>For Subject Leader pathway:</p> <ul style="list-style-type: none"> • Lead curriculum development for Biology/Chemistry/Physics across KS3-KS5 • Ensure subject content is current, engaging and meets examination specifications • Coordinate practical work programmes and ensure health and safety compliance



	<ul style="list-style-type: none">• Develop subject-specific pedagogy and share best practice across the faculty• Maintain oversight of subject resources, including digital and practical equipment <p>Teaching and Learning</p> <ul style="list-style-type: none">• Model outstanding classroom practice within own teaching• Contribute to the development of innovative teaching strategies within science• Support colleagues through coaching, mentoring and collaborative planning• Lead CPD sessions relevant to assigned responsibilities• Promote literacy, numeracy and wider skills development within science contexts• Ensure inclusive practice and differentiation strategies support all learners <p>Quality Assurance and Monitoring</p> <ul style="list-style-type: none">• Conduct learning walks, work scrutiny and lesson observations within area of responsibility• Provide constructive feedback to colleagues and support professional development• Monitor standards of student work and ensure consistent expectations• Track student progress and attendance, liaising with pastoral teams where necessary• Contribute to faculty quality assurance processes and reporting cycles <p>Operational Management</p> <ul style="list-style-type: none">• Maintain accurate records of student progress and attainment• Coordinate resources, equipment and practical work requirements for assigned area• Support the organisation of enrichment activities, trips and science competitions• Liaise with examination officers regarding entries, specifications and assessment requirements• Support development and maintenance of laboratory facilities and resources <p>Collaboration and Communication</p> <ul style="list-style-type: none">• Build effective working relationships with colleagues across the science faculty• Communicate effectively with students, parents/carers and external partners• Work collaboratively with other faculties on cross-curricular initiatives• Share expertise and contribute to whole-school improvement priorities• Participate actively in faculty meetings and professional learning communities
General:	<ul style="list-style-type: none">• Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.• Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.• Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency and security of information as appropriate. Take personal responsibility for all personal data within own working environment.• Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy.



- Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.

PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths. • Qualified Teacher Status • Degree in relevant science discipline • Evidence of ongoing professional development • Further professional qualifications (e.g. NPQ) • Subject-specific additional qualifications 	<ul style="list-style-type: none"> • E • E • E • E • D • D
Knowledge & Experience	<ul style="list-style-type: none"> • Successful teaching across KS3-KS4 in science • Experience of curriculum development and planning • Track record of securing strong student outcomes • Experience of using data to inform teaching and intervention • KS5 teaching experience • Experience in more than one science specialism • Previous leadership responsibility (e.g. TLR, coordinator role) • Experience of leading CPD or supporting colleagues • Deep understanding of the science curriculum across key stages • Understanding of effective assessment and feedback strategies • Knowledge of strategies to support students with diverse needs • Understanding of safeguarding and student welfare in educational contexts • Knowledge of A-level specifications • Understanding of current educational research in science pedagogy • Awareness of careers pathways in STEM • Knowledge of practical science safety requirements 	<ul style="list-style-type: none"> • E • E • E • E • D • D • D • D • E • E • E • E • D • D • D • D
Skills and attributes	<ul style="list-style-type: none"> • Outstanding classroom practitioner with evidence of impact • Strong analytical skills with ability to interpret and act on data • Effective communication skills with students, staff and parents • Ability to build positive relationships and work collaboratively • Organisational skills to manage multiple priorities effectively • Competent use of ICT to enhance learning and manage information • Ability to model innovative teaching approaches • Experience with data management systems • Presentation skills for CPD delivery • Coaching or mentoring qualifications 	<ul style="list-style-type: none"> • E • E • E • E • E • E • D • D • D • D



	<ul style="list-style-type: none">• Project management experience• Confidence with educational technology platforms	<ul style="list-style-type: none">• D• D
Personal qualities	<ul style="list-style-type: none">• Active engagement with science community beyond school• Genuine enthusiasm for science education and inspiring young people• Resilience and adaptability in a demanding environment• Commitment to inclusive education and high expectations for all• Professional integrity and commitment to safeguarding• Growth mindset and openness to feedback• Solution-focused approach to challenges• Commitment to the school values and ethos	<ul style="list-style-type: none">• D• E• E• E• E• E• E• E
Other	<ul style="list-style-type: none">• Committed to equality and diversity.• Commitment to own continuous personal and professional development.• Committed to our Health and Safety policies and procedures.• Compliance to Data Protection Act 2018 and GDPR principles/ requirements.• Committed to safeguarding and promoting the welfare of children and young people.	<ul style="list-style-type: none">• E• E• E• E

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated January 2026.