



Holyhead

Teach What Matters

Post Title and Grade	Director of Learning - Science TLR 1D
Reporting to	SLT Line Manager
Liaising with	Senior Leadership Team, Heads of Year, Parents and Carers, Teaching and Associate Staff
Areas of Responsibility and Key Tasks	
Core Responsibilities <ul style="list-style-type: none">• To provide strong leadership to the Science faculty so that teaching and learning is consistently good or better.• To ensure that all young people make at least expected progress and that ambitious targets for student performance are met in all Key Stages.• To continue to develop an innovative and progressive curriculum in science lessons which is supported by a vibrant programme of extracurricular and enrichment activities.• To performance manage robustly all leaders, teachers and support staff in the Science faculty so that ambitious targets are met and there is a clear link between pay and progression.	
Key Tasks <ul style="list-style-type: none">• To lead the successful delivery of science across the school.• To inspire and enthuse members of the team, with a clear vision for the future direction of the Science faculty. To develop an innovative and progressive curriculum in science.• To undertake regular audits and quality assurance checks within science to ensure that the highest standards are being achieved in all aspects of the faculty's work.• To monitor standards of teaching and learning within the department and implement strategies for sustained improvement.• To oversee and support the professional development of all staff within the department through training and sharing of good practice opportunities.• To oversee the Health and Safety of staff and students across the Science faculty ensuring appropriate risk assessments are carried out, reviewed as appropriate and followed.• To safeguard young people by ensuring that all aspects of Health and Safety are adhered to in lessons and preparation areas.• To lead the development of effective scaffolding within schemes of learning at KS3, KS4 and at Post-16 so that every young person makes progress in their learning.• To keep up-to-date about subject development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate.• To lead the faculty's strategic planning and self-evaluation processes.	



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- To provide regular reports on student performance based on internal assessment data as well as externally verified examination results and to plan effective interventions as appropriate.
- To promote and lead on the delivery of all extra-curricular activities.
- To act as a role model to others, demonstrating high standards of professionalism in all aspects of leadership.
- To co-ordinate the resources of the faculty, giving support and guidance to relevant staff. To complete all administrative tasks in a timely and accurate manner.
- To ensure that appropriate arrangements are made for examination entries and statutory requirements.
- To contribute to wider whole school policy making as appropriate.

Other Responsibilities

- To design an appropriate, adaptive and progressive curriculum in science that reflects the ethos of the school and meets the needs of all students.
- To make sure that teaching and learning meets the needs of all students including those with additional needs, for example disadvantaged students, LPAs, SEND needs and the very able (HPAs).
- To maintain an up to date knowledge of new initiatives and incorporate elements into the science strategy as appropriate.
- To ensure that all statutory requirements of the National Curriculum are met including the promotion of SMSC.
- To review, evaluate and improve the design and delivery of the science curriculum on an ongoing basis.
- To incorporate assessment into all aspects of curriculum planning.
- To adopt a strong, caring and flexible leadership style to influence and motivate staff and students to achieve their objectives and those of the school.
- To create an environment of open-mindedness, fairness and harmony so that all individuals can achieve their potential.
- To work proactively with the Senior Leadership Team to create an open, valuable working relationship that thrives on using the knowledge and expertise of individuals and groups to produce optimal outcomes.
- To advise the Senior Leadership Team about the recruitment and retention of high-calibre staff.
- To implement the school performance management processes so as to provide a positive framework for staff development and achievement.
- In conjunction with all staff, organise activities/processes that encourage team development (including parents/carers and community partners).
- To ensure that all staff receive departmental and whole school induction and training and fully understand all relevant policies and their implementation.



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- To make sure that effective, caring policies concerning a broad range of student and staff welfare matters are implemented.
- To provide support to staff to enable them to effectively implement the policies of the school and science faculty.
- To monitor and evaluate attendance and absence management policies for science staff and students.
- To create an environment where there is visible acknowledgement that everyone's contribution is valued.
- To provide appropriate, accurate and timely management information to enable continuous evaluation of performance.
- To check that information required by various external bodies is produced within the given time scale and is of excellent quality.
- To design and implement departmental policies that complement school procedures.
- To ensure that all teaching is consistently good or better.
- To meet aspirational targets at GCSE in relation to student performance at grades 9-7, 9-5 and 9-1.
- To monitor the progress of other staff in the faculty and put systems in place to ensure performance grades within the faculty are of a high standard.
- To manage the faculty's financial budget prudently.

Safeguarding

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders.
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
- To identify children who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
- To consider at all times what is in the best interests of the child
- To protect children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all children to have the best outcomes

Other Specific Duties

- To continue personal development as agreed.
- To engage actively in the performance review process.
- To undertake any other duty as specified by the School Teachers' Pay and Conditions Document not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be 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.



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- Employees are expected to adhere to Holyhead's agreed Code of Conduct.
- 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
- This job description is current at the date shown but in consultation with the post holder may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.
- The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.