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**CHEAM HIGH SCHOOL**

**JOB DESCRIPTION: DIRECTOR OF SCIENCE L12 – L16**

# This role consists of Director level responsibilities as well as specific responsibilities that apply to the role noted above. Both form the job description for this role.

**Director level responsiblities**

1. To coach your department teachers, identifying when support from other sources is needed to ensure your department is “outstanding,” sharing your expertise and successful strategies with other coaching teams to the benefit of the school.
2. To support the school ethos and partnership with the community including extended school activities. This will include giving assemblies, supporting evening school functions and hosting visitors to the school as required.
3. To share with members of the Leadership Team the responsibility for the daily administration and good management of the school. This will include participation in gate and other duty, and lunchtime supervision.
4. To deliver whole school or group INSET on areas of expertise as required.
5. To be part of working groups and leadership groups to share and promote best practice in areas of expertise and contribute to strategic plans in these areas.

# A. GENERAL (see generic document)

# B SPECIFIC

**Science department specific responsibilities**

# To oversee all aspects of the work of the Science Department with regard to teaching and learning, extra curricular activities including groups intervention, MAGT and the provision of independent learning opportunities.

Immediate Line Manager: Assistant Headteacher

**1) To be responsible for the strategic direction and development of the subject through:**

1.1 Development and implementation of departmental policies and practices in line with whole school expectations.

1.2 Use of a range of data to inform policies, practices, expectations, targets and teaching methods, including full lesson observations, learning walks and scrutiny of work.

1.3 Formulation and implementation, monitoring and evaluation of a department action plan and identification of clear targets for improvement.

1.4 Keeping abreast of research and educational discourse relating to the secondary Science curriculum and pedagogy and engage with government and Ofsted publications regarding this.

1. **To be responsible for the securing and sustaining of effective teaching of the subject; evaluation of the quality of teaching and the standards of students’ achievement; and the setting of targets for the future through:**

2.1 Ensuring curriculum coverage, continuity and progression in Science for all pupils, working closely with TLR holders to ensure high quality provision for each key stage and examination course.

2.2 Ensuring clear guidance for teaching Science through the schemes of work, working closely with TLR holders (as above).

* 1. Operating a clear departmental assessment policy in line with school/department guidance and tracking requirements; ensuring, through effective line management of TLR holders, the provision of internal examination papers and mark schemes and external examination entries as required.
	2. Working with, and through, TLR holders to ensure: student attainment is monitored and tracked; intervention strategies are devised and implemented to support underachieving students, MAGT and other groups; staff provide feedback to students according to the department assessment policy recording marks in electronic mark books as required; moderation and marking sessions are organised in order that the standardisation of examinations can be maintained.

2.5 Evaluating the teaching of Science and taking action to further improve the quality of teaching and learning, working closely with TLR holders.

2.6 Supporting TLR holders to: develop links with other members of the local community in order to extend the subject curriculum; enhance teaching and develop pupils’ broader understanding of the subject; organise extra curricular visits/enrichment opportunities, incuding the development of STEM provision.

2.7 Ensuring implementation of school policies on issues such as equal opportunities, teaching and learning, behaviour management.

**3) To be responsible for leading and managing staff involved in the teaching of Science by:**

3.1 Identifying departmental training needs and supporting and co-ordinating delivery of appropriate high quality professional development.

3.2 Ensuring that relevant TLR holders have the skills and knowledge to deputise in your absence.

3.3 Appraising staff as required by the school policy and using the process to develop the personal and professional effectiveness of the appraisee(s).

3.4 Representing the Science Department on various curriculum groups and school events as required.

3.5 Overseeing the induction and development of new staff with particular emphasis on the needs of trainee and Early Career Teachers, identifying mentors and keeping an overview of progress.

3.6 Working with TLR holders to establish and promote effective behaviour for learning strategies in line with whole school strategies.

3.7 Working with the TLR holders and taking advice from SEN to ensure appropriate subject specific targets are set and work is matched well to pupils’ needs.

3.8 Ensuring that senior managers, the Headteacher and Governors are kept well informed of all relevant matters.

**4) To be responsible for efficient and effective deployment of staff and resources through:**

4.1 Establishing resource needs, evaluating possible resources and using the Science budget appropriately.

4.2 Ensuring the effective and efficient management and organisation of learning resources.

4.3 Promoting the use of electronic resources where beneficial to the Science curriculum.

4.4 Promoting the managing of accommodation to create an effective and stimulating environment for the teaching and learning of the subject, providing a good practice example in own teaching base.

4.5 Encouraging and developing opportunities for further revision or independent learning through extra curricular activities and use of Century, Google Classroom, GCSE Pod and exploring how other resources can be maximised.

4.6 Lead the Science Support Team Leader in order to ensure that Science is appropriately supported

4.7 Ensuring the effective use of the Science CSOs, and liaising with line manager and SEN with regard to the use of LSAs within the subject and in intervention opportunities.

4.8 Being a role model in all areas to staff, encouraging and supporting the team, praising and holding all members of the team to account where necessary

**5) Undertake Quality Assurance procedures related to the subject:**

5.1 To ensure quality assurance procedures are in place, working with TLR holders to implement these eg. observations, book scrutiny, markbook scrutiny, student feedback.