

Haileybury Turnford

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Job Description

Job Title:	Director of Science & Associate Senior Leader
Salary Scale and Range:	Leadership L9 – L13
Responsible to:	Principal, through SLT line manager
Job Purpose:	<ul style="list-style-type: none"> • To be accountable for the highest standards of student achievement within the Science Faculty, monitoring and evaluation of student achievement and setting targets for improvement. • To lead, develop and enhance the teaching practice of all teachers of Science, evaluating the quality of teaching and securing and sustaining effective teaching of the subject. Participate in and contribute to the leadership of whole-school self-evaluation activities. • To be accountable for the strategic direction, leadership and management of Science, the development and implementation of faculty policies, plans, targets and practices within the context of the school's aims and policies. • To contribute to the leadership of whole-school initiatives and participate in their development as appropriate. • To contribute to the process of improving the quality of Science teaching and learning in the school's main primary partner schools and develop Science transition arrangements from Year 6 to 7. • To effectively line manage teaching staff and deploy teaching staff in the Science Faculty.
Main Responsibilities:	<p>Policy development and whole-school improvement:</p> <ul style="list-style-type: none"> • Attend meetings of the Middle Leaders' group and Extended Senior Leadership Team meetings. • Participate in whole-school policy formulation, communicate agreed policy decisions to the Science Faculty and monitor the implementation of agreed policy within the Faculty. <p>Teaching, learning, assessment, student progress and behaviour:</p> <ul style="list-style-type: none"> • Promote and develop excellence in teaching and learning across the Science Faculty. • Ensure that students within the Science Faculty conform to the highest standards of classroom behaviour in line with school expectations and work with the Inclusion and Flexible Learning Centre teams as necessary. • Ensure that Science Faculty assessment and reporting practice conforms to national and school requirements. <p>Staffing and professional development:</p> <ul style="list-style-type: none"> • Assist in recruitment and deployment of staff in the Science Faculty. • Allocate teachers to classes as part of the timetabling process. • Conduct individual appraisal reviews for teaching and technician staff.

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	<ul style="list-style-type: none"> • Ensure that all teachers in the Science Faculty are engaged in developing their own classroom practice through the school's professional development programme. • Ensure that appropriate professional development is planned, delivered and evaluated according to identified Faculty needs. • Ensure the effective induction of new colleagues into Faculty practices (including Health and Safety). • Ensure staff feel valued as individuals and members of the Science Faculty and an effective and well-functioning team is created. <p>Monitoring the quality of teaching, learning and assessment, and student progress:</p> <ul style="list-style-type: none"> • Monitor the quality of teaching, learning, assessment and student progress. • Organise and undertake lesson visits, work scrutiny/book look monitoring and climate walks. • Undertake data analysis (student achievement) and coordinate appropriate interventions. <p>Curriculum:</p> <ul style="list-style-type: none"> • Ensure the efficient delivery of appropriate courses at KS3, KS4 and KS5. • Keep up to date with curriculum developments: ensure good knowledge of government policies and strategies and ensure that changes are planned for and successfully implemented. • Ensure that necessary curriculum development is taking place and that appropriate schemes of learning are in place. • Promote appropriate co-curricular opportunities for the enrichment of students' experiences. <p>Administration and Resources:</p> <ul style="list-style-type: none"> • Ensure that resources (including classrooms) are well maintained and efficiently deployed. • Ensure that Faculty and school administrative procedures are understood and followed. • Ensure that the relevant Health and Safety policies and procedures are in place, understood and followed by all staff in the Faculty. • Organise Faculty meetings and briefings.
Teaching	<ul style="list-style-type: none"> • Promote excellence in learning, teaching and assessment. • Plan and prepare lessons in accordance with school policy. • Teach timetabled lessons determined by the Principal. • Set and mark homework in accordance with school and Faculty policies. • Assess students' work in line with school policies. • Report to parents in Progress Updates, at Parents' Evenings and on request. • Take part in meetings as required. • Ensure high standards of students' classroom and corridor behaviour. • Be committed to professional development and the importance of teachers being reflective.
Pastoral	<ul style="list-style-type: none"> • Liaison with parents in conjunction with Year Leaders as appropriate. • Take part in pastoral meetings as required.
Ethos	<ul style="list-style-type: none"> • Assist in ensuring good behaviour and an excellent ethos out of class. • Assist in activities designed to promote the school and its reputation.

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	<ul style="list-style-type: none">• Undertake statutory duties as published by the school.
Whole School responsibilities	<ul style="list-style-type: none">• The Director of Science is also a member of the Extended Senior Leadership Team with a whole school leadership focus and will attend Extended Leadership Team meetings.• Make a contribution to the leadership of whole-school initiatives associated with raising standards, developing teaching and learning and curriculum development.• Assist in planning developments at school, curriculum team and pastoral team level, which may include periodic membership of a school development group.• Take part in training programmes designed to address individual, team or school development needs.
	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore employees will be expected to comply with any reasonable request from a manager, including ad hoc projects, to undertake work of a similar level that is not specified in the job description.</p> <p>The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.</p> <p>The job description will be reviewed and updated annually as part of the appraisal process.</p>

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all staff.

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Director of Science – Person Specification

To be read in conjunction with the Director of Science Job Description

Job Title:	Director of Science
Knowledge, Understanding & Skills	<ul style="list-style-type: none">• Excellent knowledge of current educational and curriculum issues as they relate to Science and on a wider, school level.• Excellent awareness of best practice in teaching and learning, and the ability to discern what will be most effective in raising standards.• High level ICT skills.• Strong organisational, administrative and time management skills.• Good communication skills (oral and written).
Experience	<ul style="list-style-type: none">• An excellent classroom practitioner with a proven track record of guiding students to high levels of achievement across Key Stages 3-5.• Evidence of having raised standards and innovated successfully.• Evidence of commitment to personal professional development.• Experience of monitoring and evaluating.• Experience of strategies for the effective management of students and their learning.
Personal & Leadership Qualities	<ul style="list-style-type: none">• An ability to lead and contribute to an effective Extended Senior Leadership Team.• Intellectual capacity and mental resilience to cope with the complex issues and management pressures of a dynamic and innovative school.• An enthusiasm for the job and an ability to motivate students and staff.• An ability to create a successful team.• Commitment, energy, creativity and imagination. A capacity for hard work.• A positive approach and attitude to change.• An ability to listen to the ideas of others and respond positively to feedback.• An ability to work effectively as part of a team, maintaining positive professional relationships with colleagues.• A leader in maintaining an excellent learning ethos and high standards of student discipline.