



Director of Science

Responsible to: SLT link for Science

Purpose

- To have responsibility for leading, managing and developing the work of the subject team
- To hold line management responsibility for teaching and associate staff working within the subject team
- To be accountable for student progress and achievement in the subject area
- To liaise with other Subject Leaders to co-ordinate and oversee delivery of Science across the curriculum
- To implement school policies and procedures within the subject area
- To be responsible for planning, delivery, assessment and intervention for the Science courses

Delivery (25%)

1. Undertake day-to-day management, operation and control of provision within the subject area.
2. Provide positive and dynamic leadership in all areas relating to teaching and learning in Science subjects with the aim of raising the attainment of all students.
3. Ensure appropriate schemes of work are in place and that they are reviewed and revised annually; that they are made available to all team members; that they are consistently implemented and regularly reviewed.
4. Ensure that all lessons in the department are well planned in accordance with the school's teaching and learning policy and the teaching of engaging and effective lessons in the Science department that motivate, inspire and improve student attainment.
5. Ensure that the department makes high quality provision for gifted and talented students, those with English as an additional language and those with special needs.
6. Ensure that all students receive high quality formative feedback and that this is evident in the marking of books.
7. Ensure that subject reports provide appropriate information regarding strengths, weaknesses and strategies for improvement.
8. Ensure a comprehensive subject handbook is in place; that it is reviewed and revised annually; that it is made available to all team members.
9. Ensure effective management and deployment of financial, physical and human resources.
10. Ensure the subject team's teaching and support commitments are effectively timetabled and roomed, in liaison with the person responsible for constructing the whole school timetable.



11. Ensure systems are in place for effective communication and consultation with staff, students and parents.
12. Represent the subject team at appropriate meetings (e.g. Luton Futures meetings).
13. Attend monthly line management meetings with the linked member of the SLT, as per the published schedule, having undertaken appropriate activities in preparation.
14. Ensure appropriate arrangements are in place to cover for absent staff, including setting appropriate cover work if necessary.
15. Participate in the recruitment process for staff to join the subject team.
16. Provide Governors with relevant information relating to subject performance and development.
17. Hold regular team meetings with teaching and learning as a standard agenda item; provide notes of meetings to all members of the subject team, to the linked member of the SLT and to the Headteacher.
18. Meet deadlines and ensure the deadlines are met by the department for the submission of assessment data, information, reports and other returns.

Quality Assurance (25%)

1. Ensure appropriate monitoring activities are undertaken through regular lesson observations (a minimum of one per teacher in the first term) and that that teacher assessments are accurate and regularly moderated within the department.
2. Ensure structures and systems are in place to enable effective monitoring of student progress on an individual or group basis (e.g. by teaching group, gender, etc.); ensure school's assessment framework is adhered to by the subject team.
3. Through monitoring of assessment data, ensure appropriate targets for progress and attainment are set; that attainment is appropriate for specific groups of students, particularly SEN and G&T; identify areas of actual or potential under-achievement and implement appropriate strategies to address these.
4. Undertake formal performance management reviews of members of the subject team in accordance with the published schedule.
5. Establish effective and efficient working practices to support the development of increasingly effective teaching and learning within the team.
6. Promote teamwork within the subject team and motivate staff to ensure effective working relationships.
7. Ensure quality assurance processes and practices meet the requirements of self-evaluation and improvement planning.
8. Ensure clear understanding within the team through effective team meetings and other communications.



9. Ensure behaviour management policies and procedures are implemented to enable effective learning to take place.
10. Challenge staff underperformance by setting challenging targets for self and team and managing and monitoring staff progress closely

Coaching & Mentoring (25%)

1. Teach consistently good or better lessons in order to act as a positive role model for the subject teaching team.
2. Develop and enhance the teaching practices of others through provision of appropriate support and guidance.
3. Ensure appropriate and effective induction of teaching and associate staff new to the subject team.
4. Ensure appropriate measures are in place to coach, mentor, support and guide newly qualified teachers, graduate trainees, overseas trained teachers and initial teacher training students, as per the published policies.
5. Ensure issues identified through the quality assurance and performance management processes are effectively addressed for all team members, including participation in formal procedures where appropriate.
6. Monitor and support the overall progress and development of students within the subject area, ensuring appropriate mentoring is undertaken as necessary.

Development & Improvement (25%)

1. Lead curriculum development for the subject area, with regular reviews of curriculum effectiveness.
2. Work with colleagues to formulate aims, objectives and strategic plans for the subject area, with appropriate regard for whole school improvement priorities. Ensure the subject review instrument (currently the DEF) and the department development plan are completed annually and reviewed at least once each term and instigate action using own initiative.
3. Identify development needs for all teaching and associate members of the subject team; develop plans to ensure needs are appropriately addressed.
4. Keep up-to-date with current developments affecting teaching and learning across the subject; lead discussion and debate within the subject team; ensure appropriate subject developments are incorporated into the planning process.
5. Contribute to the whole school professional development programme as appropriate.
6. Actively pursue ways to improve student outcomes in the subject
7. To develop, promote and embed appropriate 'e-safety' policies in liaison with the appropriate senior leader.

Safer Recruitment

1. This role will require the post holder to have an enhanced DBS check.
2. It is the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.



Notes

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the school's published Time Budget Policy and have regard to clause 4(1)(f) of a Teacher's Conditions of Employment.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.



Director of Science

Responsible to: Assistant Headteacher

Attributes	Essential	Desirable	Evidence
Qualifications & Experience			
▪ QTS	✓		A
▪ Successfully completed NQT	✓		A
▪ Minimum of 2 years teaching experience across KS3/KS4	✓		A
▪ Evidence of recent Professional Development	✓		A
▪ Further study or qualification		✓	A
▪ Evidence of contribution to staff training and development		✓	A
▪ Evidence of effective strategic planning		✓	A
Knowledge & Skills			
▪ Excellent classroom practitioner	✓		IP
▪ Ability to articulate characteristics of effective teaching	✓		IP
▪ Knowledge and understanding of current and future initiatives in appropriate subject	✓		A/IP
▪ Understanding of the learning needs of all students	✓		A/IP
▪ Ability to lead and implement new ideas		✓	A/IP
▪ Use of ICT, particularly to promote teaching and learning	✓		A/IP
▪ Ability to enthuse, inspire and motivate others		✓	A/IP
▪ Experience of, ability to, use student performance data to raise achievement		✓	A
▪ Excellent people management skills and the ability to build a team	✓		A
▪ Ability to communicate effectively with a range of audiences	✓		A
▪ Good administrative and organisational skills	✓		A
Personal/Professional Qualities			
▪ Self-motivated, with ability to use initiative	✓		R/IP
▪ Approachable, caring, flexible and supportive	✓		R/IP
▪ Ability to contribute to and be part of a team	✓		R
▪ Can work under pressure, with a high level of commitment and determination	✓		R
▪ Ability to lead by example, and make decisions	✓		R
▪ Knowledge of requirements for safeguarding the welfare of children	✓		R/IP



Safer Recruitment			
▪ Knowledge and understanding of requirements and responsibilities for safeguarding and promoting the welfare of children and young people (including an enhanced DBS check)	✓		A/R/IP
▪ Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		A/R/IP
▪ Emotional resilience in working with challenging behaviours	✓		A/R/IP
▪ Appropriate motivation to work with young people	✓		A/R/IP

- A = Application Form**
IP = Interview Process (this will include teaching a lesson)
R = Reference