



Job Description

Job Title: Director of Science

Responsible to: Member of SLT with Responsibility for the Subject Area

Specific Responsibilities:

- Provide a strong vision for curriculum pedagogy and practice within the Science Faculty
- Organise and plan the curriculum to ensure rapid progress and high academic attainment
- Monitoring of and being accountable for student attainment and progress across the Science Faculty
- Working collaboratively and sharing good practice within the Faculty and across the school, to continually raise standards and develop the school ethos in all areas of the school, not just academic provision.
- Make contributions to and develop the expertise of the Faculty through in-house CPD and external providers
- Promote, at all times, equal opportunities for **all** students and staff
- Maintain clear expectations and high standards of professionalism at all times in order to foster high standards of behaviour

Strategic Direction

- Lead by example in a professional way; model the high standards which will ensure the attainment, progress, discipline and motivation of all students
- To develop and implement the Department Development Plan which is linked to the School Development Plan
- To provide effective monitoring and evaluation of progress, measured against targets for raising standards in teaching and learning and whole school priorities
- To develop and implement policies, pedagogy and practice in the subject which reflect whole school and national policies and strategies

Teaching and Learning

- Ensure that programmes of study/schemes of work are planned, developed and implemented consistently by subject specialists. Where appropriate these should be in accordance with the National Curriculum, examination specifications and associated strategies

- Ensure that student progress targets are set by subject staff and that systems are implemented to allow student progress to be regularly recorded, monitored and reported.
- Monitor the impact of these strategies; adapt and develop them when necessary to ensure the best outcomes for each student
- Ensure that the school policies relating to teaching and learning are consistently implemented across the subject e.g. Teaching and Learning Policy, Assessment Policy, Equalities Policy, Homework Policy etc
- Develop extra-curricular and STEM opportunities which enrich students' love of the subject and provide cultural capital
- Analyse external examination results at GCSE and A Level and set targets for future attainment and achievement
- Ensure reporting of student progress is professional and informative with clear targets set
- Implement systems for monitoring and evaluating the quality of teaching and learning in the subject and to set targets consistent with raising standards. For example: through regular lesson observation, work scrutiny, planning monitoring and analysis of assessment data
- Contribute to the school's self-evaluation through the quality assurance process and in doing so review standards within the subject area
- Build effective links with the local community, including business organisations to support teaching and learning in the subject
- Ensure departmental rooms have displays which are vibrant, stimulating and regularly refreshed
- Liaise with parents/carers to offer information and guidance to ensure the students gain maximum benefit from the learning opportunities
- Ensure that the departmental resources and equipment are well cared for
- When required, be responsible for the organisation of departmental visits and excursions in accordance with school policies
- Keep up-to-date with national developments in the subject area, teaching practices and methodology

Leading and Managing Staff

- To contribute to the recruitment and selection of teaching staff
- To lead and promote the professional development of subject specialists in a way which:
 1. Makes a significant contribution to the raising of standards of teaching and learning in the Science Faculty
 2. Recognises and promotes good practice in teaching and learning
 3. Supports and evaluates progress against performance management objectives resulting in a positive impact on teaching and learning
 4. Identifies and meets CPD needs

- To ensure that the appraisal of personnel is consistent with whole school policies and procedures
- To take appropriate action where under performance is identified
- To coordinate the deployment of staff in consultation with the Headteacher
- To act as a performance management team leader for identified staff
- To ensure that appropriate documentation regarding external examinations is processed accordingly in liaison with the school's Examinations Officer

Resource Management

- To secure and allocate resources in the subject area in order to maximise their impact on teaching and learning
- To ensure that the learning environment is appropriately maintained and promotes high standards in teaching and learning

Health and Safety

- To ensure that all staff in the subject area comply with safety rules and procedures relevant to the subject and whole school
- To report promptly to the Headteacher any issues which have/may lead to a breach of regulations

Additional responsibilities

- You will be required to carry out the duties of a Tutor and work with your Tutor Group on the delivery of the wider and extended curriculum
- Any other duties as may from time to time be reasonably required

Safeguarding

To ensure that you are aware of the key policies relating to safeguarding and play an active part in Keeping Children Safe in Education

This job description is designed to outline the main duties and responsibilities associated with the post but is not intended to be an exhaustive list of all duties performed. It will be reviewed as appropriate and it may be subject to modification or amendment at any time after consultation with the post-holder, Headteacher/or his representative.

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