

PLYMPTON ACADEMY - JOB DESCRIPTION

JOB TITLE	:	Subject Leader of Biology
RESPONSIBLE TO	:	Head of Science
GRADING	:	MPS/UPS + TLR 2b

This job description is not a comprehensive definition of the post. Discussions may take place to clarify individual responsibilities within the general framework and character for the post as identified below.

Key tasks of the post are:-

Teaching

- a) Planning and preparing courses and lessons.
- b) Teaching, according to their educational needs, the pupils assigned to them, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
- c) Assessing, recording and reporting on the development, progress and attainment of pupils.

Associated Activities

- a) Promoting the abilities, aptitudes and well-being of individual pupils and of any class or group of pupils assigned to them.
- b) Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports.
- c) Making records of and reports on the personal and social needs of pupils.
- d) Communicating and consulting with the parents and pupils.
- e) Communicating and cooperating with persons or bodies outside the school.
- f) Participating in meetings arranged for any of the purposes described above.

Assessments and Reports

- a) Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

Performance Management

- a) Participating in any arrangements within an agreed national framework for performance management of the teacher and other teachers.

Review – Training and Development

- a) Reviewing, on a regular basis, their methods of teaching and programmes of work.
- b) Participating in arrangements for their further training and professional development which aim to meet needs identified in appraisal objectives or statements.

Education Actions

- a) Advising and co-operating with the Principal and other Teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

Discipline and Health and Safety

- a) Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Staff Meetings

- a) Participating in meetings at the school, which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Cover

- a) Planning and organising of cover work in the absence of staff within the team. Supervising and so far as practicable teaching any pupils whose Teacher is not available to teach them.

Examination Preparation and Conduct

- a) Participating in arrangements for preparing pupils for public examinations and National Curriculum Tests and in assessing pupils for the purposes of such examinations; recording and reporting such assessments.

Management

- a) Contributing to the selection for appointment and professional development of other Teachers and non-teaching staff, including the induction and assessment of Newly Qualified Teachers.
- b) Co-ordinating or managing the work of other Teachers.
- c) Taking such parts as may be required of them in the review development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- d) A teacher with leadership/management responsibilities is entitled, so far as is reasonably practicable, to a reasonable amount of time during school sessions to discharge these responsibilities.

Administration

- a) Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the Teachers in the school and the ordering and allocation of equipment and materials.
- b) Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during and after school sessions.

Teaching Rooms

- a) Taking responsibility for certain subject rooms and encouraging displays connected with the subject.

Team Leader – TLR 2B Role for a discrete subject area within a large subject

Job Purpose

To support, develop and lead on a designated curricular area within the Science department to ensure high standards of teaching and learning and the wellbeing of staff and students.

Accountabilities

- To help to create the team development plan which contributes positively to the achievement of the school improvement plan and which actively involves all team members in its design and execution.
- To provide regular feedback for team colleagues in a way which recognises good practice and supports their progress against performance management objectives resulting in a tangible impact on student learning.
- To assist the overall team leader in the annual review of the standards of teaching and learning in the subject area, consistent with the procedures in the school self-evaluation policy.
- To ensure all team members understand, and are actively implementing, the key aspects of the school's behaviour, teaching and learning and inclusion policies.
- To engage all team staff in the creation, consistent implementation and improvement of schemes of learning which encapsulate key school learning strategies.
- To ensure the purposeful provision and use of resources necessary to undertake other aspects of the job description.

Leadership and Management duties as Subject Leader of Chemistry

- Deputise for the Head of Science in their absence
- Be outward looking, seeking to research and implement the best ideas nationally and internationally and keep the department up to date with all national developments with regard to Government changes and exam board requirements
- Support the Head of Department with the production of the annual review periodically throughout the year evaluating performance and action planning for improvement and monitoring progress towards targets set
- Ensure that Science staff follow absence procedures and make arrangements for classes when necessary
- Undertake the appraisal of members of the Science team
- Meet regularly with the Head of Science to report on progress achieved towards current projects and set targets for the next phase of development

- Co-ordinate the setting of students in Years 7-11 working with the Subject Leaders within Science
- Provide input and staff development at departmental meetings
- Ensure high quality communication and organisation
- Develop, implement, monitor, evaluate and review Department policies and practices to ensure they reflect the School's commitment to raising achievement and providing a high quality education
- To maintain a presence around the department to ensure that the highest standards of behaviour and learning are maintained
- Liaise with the Exams Officer with regard to exam arrangements and entries for Chemistry and mock examinations
- Have a clear vision and strategic plan for developing programmes of study and monitoring student progress in Years 7-13
- Ensure student progression in Chemistry is monitored in line with school policy to ensure achievement is maximised in Science
- Co-ordinate responses to parental queries regarding conduct, intervention and teaching and learning within Chemistry
- Be a lead teacher in the subject through excellent personal teaching, consistently outstanding teaching to ensure learning enables all students to make progress and achieve high standards
- Show a commitment to your own professional development and that of the department

Achievement and progress

- Develop systems and procedures to effectively challenge underachieving students and to coordinate and record intervention work across the department
- Support the Head of Department with monitoring the quality of teaching and learning across Science through learning walks, lesson observations, work scrutiny, and student surveys
- Monitor that all groups of students fulfil their potential in terms of progress, value added and attainment and lead the drive to address gaps in attainment of underachieving students (KS3 and Chemistry KS4 and KS5)
- Ensure that assessment in Chemistry are frequent, differentiated to meet the needs of all students, accurate and used effectively to track student progress
- Quality assure the accuracy of Assessment reported to parents and students for Chemistry in collaboration with all the Science TLR post holders.

Teaching and Learning

- Deliver INSET to promote outstanding progress within the department

- Ensure that appropriate teaching and learning strategies are adopted to aid progression for all students
- Be a lead teacher in Science through outstanding personal teaching
- Supported by the Heads of subject, monitor and evaluate the quality of teaching and learning, through lesson observations, learning walks, drop ins, work scrutiny and student voice and produce action plans for improvement
- Monitor and evaluate the quality of teaching and learning in Chemistry
- Monitor that student work is marked in line with the whole school marking
- Co-ordinate the development of Chemistry Schemes of Learning and planning Chemistry courses ensuring consistency across all three science subjects
- Develop extra-curricular activities that enrich the student experience, including STEM initiatives
- Create and maintain effective working relationships by promoting a collaborative working environment
- Ensure that opportunities for literacy and mathematics are fully developed

Maximising department capitation

- Advise the Head of Science on resources for Science

Climate for learning

- Support the Head of Science in ensuring that the school behaviour policy is used effectively by the department
- Promote a well-ordered atmosphere for learning, ensuring that teaching rooms provide a high quality environment which stimulates learning

Whole school

- Actively support the development of literacy across the curriculum
- Make a positive contribution to the ethos of the school and to the school development plan
- Support the development of whole school and cross curricular initiatives
- Attend and contribute to Middle Leader meetings and feedback to the department in the absence of the Head of Science
- Promote partnerships with parents

Additional

- Follow Health and Safety requirements
- Ensure compliance with Data Protection legislation

- Show commitment to safeguarding and promoting the welfare of the children and young people
- Operate within the school's Equalities policies
- Contribute to the maintenance of a caring and stimulating environment for young people

JOB SPECIFICATION

Essential	Desirable
Qualifications and Education	
<ul style="list-style-type: none"> • Suitable degree • Qualified Teacher Status • Evidence of significant continued professional development 	<ul style="list-style-type: none"> • Evidence of further pursuits of professional development and accreditation (e.g. Masters Degree)
Knowledge and Experience	
<ul style="list-style-type: none"> • Leadership experience • Evidence of continued outstanding classroom practice • Experience of teaching across the full age and ability range, including post 16 in your subject specialism • Excellent teaching skills and the desire to aid the improvement of others • The ability to demonstrate high quality, creative and innovative classroom practice • Awareness of what constitutes outstanding pedagogy and practice • Clear knowledge and understanding of the effective use of data to raise standards in teaching • Be a role-model for high-quality teaching and learning • Evidence of raising achievement and standards as a result of excellent classroom teaching skills • A willingness to contribute to the development of extracurricular Science activities • Experience as a Tutor 	<ul style="list-style-type: none"> • TLR holder (within Science) • To have experience of monitoring intervention within a classroom setting • Leading or managing a team • Clear knowledge of assessment strategies, procedures and implementation • The ability to deliver the teaching of all three science subjects up to KS4 • The ability to deliver the teaching of BTEC Applied Science • Knowledge and implementation of Rosenshine Principles of teaching • Knowledge of performance management of staff

Personal Skills and Qualities	
<ul style="list-style-type: none"> ● Motivated and committed to improving standards in the classroom ● Effective interpersonal skills and communication to develop sound relationships with staff ● Ability to manage time and prioritise workload to meet deadlines ● Ability to inspire and support others ● Commitment and understanding of the values and ethos of Plympton Academy ● Energy, charisma and drive to help develop the Academy's curriculum ● Commitment to the CPD of others ● Resilient and responds well to challenge ● The ability to support and work as a team ● Excellent communication skills ● Determination to success of students and staff alike ● Calmness and efficiency, with the ability to work under pressure ● A professional approach which inspires confidence in staff, students and parents 	<ul style="list-style-type: none"> ● Able to promote learning and enhance skills beyond the curriculum and classroom ● Ability to promote good teaching and learning across the wider learning community

These duties and responsibilities may be altered from time to time after consultation with the Principal and the relevant Head of Department in order to meet the changing needs of the school and the interests of the member of staff.

The contents of this job description have been made known to the member of staff in question.

Signed (Member of Staff)

Signed Principal

Date