

SELLY PARK GIRLS' SCHOOL

JOB DESCRIPTION

POST: Head of Science Department

SALARY: MPS/UPS + TLR1

LINE MANAGER: The post holder is responsible to the Head Teacher in all matters and will be line-managed by a member of the leadership team.

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.

This job description may be amended at any time following discussion between the Head Teacher and the post holder.

SPECIFIC RESPONSIBILITIES

To undertake duties as described in the current School Teachers Pay and Conditions Document. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales, and subsequent Orders in terms of duties and working time, also any local agreements, LA Circulars and guidelines giving interpretations of teachers' conditions of service.

To fulfill the Teachers' Standards in England as published by the Department for Education.

GENERAL RESPONSIBILITIES:

A. STRATEGIC DIRECTION AND DEVELOPMENT OF CURRICULUM PROVISION IN THE SCHOOL

1. Strategically lead the direction of the Science department.
2. Develop a vision and ethos for the Science department.
3. Evaluate and develop a broad, balanced, challenging and relevant curriculum that follows the spiral curriculum.
4. Analyse and interpret relevant school, local and national data relating for all cohorts they teach and advise the Senior Leadership Team on the level of resources required to maximise achievement.
5. Attend regular meetings with the senior leadership team and communicate clearly and transparently the progress of all cohorts.
6. Ensure all students achieve the highest possible outcomes by monitoring and taking decisive action as identified.
7. Put in a place a strategy for interventions.
8. Liaise with staff, parents/carers, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision for all cohorts within the classes they teach;
9. Consider the views of pupils and parents/carers and respond appropriately.
10. To provide cultural capital opportunities and an extra-curricular science club.

B. TEACHING AND LEARNING

1. Support and develop teachers in the Science department.
2. Develop a classroom environment and teaching practice which secure effective learning across the breadth of the curriculum and provide a professional model, clearly demonstrating effective teaching, classroom organisation and high standards of achievement, behavior and discipline.
3. Support the identification of, and provision for students with additional educational needs within the classes they teach.
4. Regularly monitor progress of students within the classes they teach which is then reflected in teaching plans.
5. Regularly evaluate the effectiveness of their teaching and learning as part of the performance management process.
6. Ensure setting of realistic and challenging expectations of students in the classes taught.
7. Liaise effectively with staff to ensure the successful transition of students through the school.
8. Contribute fully to meetings, discussions and management systems necessary to coordinate the work of the school as a whole.
9. To complete self-evaluation and a departmental improvement plan.

C. RELATIONSHIPS WITH STAFF

1. Lead, manage, inspire and hold to account lead teachers and teachers of Science.
2. Lead on performance management of Science department.
3. Achieve constructive working relationships with all staff.
4. Direct, organise and manage the work of support staff within the classes they teach.
5. Provide regular information to the Leadership Team on student progress.

D. EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

1. Be responsible for capitation/Science budget.
2. Maintain and develop class resources, co-ordinate their deployment and monitor their effectiveness in meeting teaching objectives;
3. Participate in the performance management system and agree objectives based on the School Improvement Plan, Local Authority and nationally determined targets.

E. GENERAL

1. Embody the school's mission, aims, values and ethos, behavior policy, and other policies.
2. Perform the role of Form Tutor and carry out its attendant responsibilities.
3. Participate in the designated guidance and direction of pupils, including progress reviews and target setting meetings.
4. Contribute to the delivery of the Personal, Social, Health, and Economic Education (PSHEE), and the Careers Programme.
5. Attend assemblies, designated school functions (such as parents' evenings, open evenings etc.) and register the attendance of pupils.
6. Take on any additional responsibilities which might, from time to time, be determined.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff & volunteers to share this commitment.

As part of our recruitment process we collect and process personal data relating to job applicants. We are committed to being transparent about how we collect and use that data, meeting data protection regulations and in line with GDPR compliance. . We are a socially inclusive and equal opportunities school and committed to actively promoting equal opportunities for all our students and staff.