



Job Description for

HEAD OF FACULTY – SCIENCE & PSYCHOLOGY

Middle Leader: MPS/UPS

Grade: TLR 1A

Permanent

Full time

1. Core Purpose of the Post

- To ensure that the strategic aims and objectives of Mount Grace School are supported and fully met.
- To provide professional leadership to a team of teachers and support staff in the delivery of the full range of Science teaching from key stage 3 to key stage 5.

2. Strategic Direction and Development

- To develop evidence-informed and effective approaches to the Science curriculum in order to ensure appropriate access and achievement for all students
- To use data to enable all students to progress towards maximum achievement
- To use data effectively to identify students who are under-achieving in the subject and to implement effective strategies to support those students.
- To create a climate which enables other staff to maintain positive attitudes towards the subject.
- To analyse relevant ~~of~~ national, local and school data plus research and evidence to inform policies, practices, expectations within your Science team.
- To establish and maintain regular communications with the Headteacher and Senior Leadership Team and other schools as appropriate.
- To express the views of colleagues within your Science team in a variety of situations.
- To develop School Plans with a subject focus to support the School Improvement Plan.

3. Behaviour Management for Effective Teaching and Learning

- To work with colleagues to set clear standards in relation to the School's Code of Conduct.
- To assist in establishing a positive partnership with parents that benefits students' learning within the subject.
- To ensure the behaviour of the students within the faculty enables continuity and progression within Teaching and Learning supporting individual's learning.
- Through INSET to brief and inform colleagues on relevant policy and practice in the pastoral and academic progress within the year groups.

- To ensure the Behaviour Policy is understood and carried through as appropriate.
- To ensure that robust procedures are in place to monitor the quality of teaching and learning outcomes throughout the department.
- To contribute significantly to the school's planning (both short and long term) and provide leadership to whole school developments, as required.

4. Leading and Managing Staff

- To ensure that appropriate performance management arrangements are in place and maintained in the department and that a robust programme of professional development is designed and maintained (this to include provision for support staff and teachers in their second subject).
- To exercise leadership supervision and support in bringing subject teachers together to work as a team in the implementation of policy and in planning.
- To lead and manage meetings and INSET within the expectations of the School Improvement Plan and the needs of the subjects.
- To ensure that the Head and Senior Leadership Team are regularly informed of the subject team's specific strengths and areas for development through analysed data and evaluation.
- To ensure that trainee and newly qualified teachers are appropriately trained, monitored and supported for the award of QT status within their role as subject teacher.

5. Effective and Efficient Deployment of Staff and Resources

- To support the establishment and maintenance of an attractive and purposeful working environment.
- To identify and facilitate, as appropriate, the development needs of colleagues.
- To ensure that there is a safe learning environment in which risks are properly assessed.
- To manage the resources of the Science department within the limits of the delegated budget and in accordance with the school's financial procedures.

6. Communication and Administration

- To establish and maintain regular communication with the Headteacher, Senior Leadership Team and colleagues.
- To establish and maintain procedures to satisfy school policies, National Curriculum and OFSTED requirements.
- To establish and develop systems of effective communication with parents.

7. Monitoring and Evaluation

- To observe colleagues at work in lessons in order to inform evaluation and further improvements within these areas.
- To create the opportunities for colleagues to learn from one another and to lead professional development through example and support.
- To review the behaviour and attainment of students across the subject area to inform future planning. To implement and co-ordinate clear policies and practices for assessing, reporting and recording student achievement.

8. Supervision

The post holder will be directly line managed by one of the Assistant Headteachers.

Person Specification – Head of Faculty – Science & Psychology

The Governors are looking for a Head of Science & Psychology with the following qualities and skills:

Specification	Essential and <i>desirable</i>
Qualifications	<ul style="list-style-type: none"> • Graduate and qualified Science teacher • Further professional development in areas of leadership and management • <i>Postgraduate qualification or further studies</i>
Knowledge and Experience	<ul style="list-style-type: none"> • Ability to teach biology, chemistry and physics in key stage 3 and 4 • At least two years' experience in a role of responsibility • Proven record of innovation and leading change successfully • Understanding of current educational issues • <i>Experience of contributing to whole-school continuous professional development</i>
Personal Qualities	<ul style="list-style-type: none"> • Passion for outstanding learning • Drive, sense of purpose, commitment and perseverance • Excellent interpersonal and persuasive skills • Flexibility and sensitivity to the needs of individuals • Excellent communication and presentation skills, oral and written • Enthusiasm and humour • Willingness to reflect on, and evaluate performance within the context of a team • Outstanding classroom practitioner who inspires and is respected by students and colleagues • Resilience and relentless energy • Able to relate positively to young people • Able to prioritize • Good time management and the ability to delegate • <i>Wide range of interests</i>
Leadership	<ul style="list-style-type: none"> • Clear vision for raising standards • Ability to lead by example, take responsibility and to be accountable • Ability to inspire and motivate those around them • Ability to delegate and then to hold people to account effectively • Substantial problem-solving ability • Ability to prioritise effectively and balance values with pragmatism • Intellectual curiosity
Philosophy	<ul style="list-style-type: none"> • Genuine concern for students and staff and understanding of how they learn • Commitment to helping all students and staff to fulfil their potential

The list is endless: we are looking for an exceptional person who will rise to the challenge for improvement in student achievement at Mount Grace and who will work hard to sustain it.