****

**Job Title: Head of Key Stage 3 Science**

**Scale TLR 1a**

**Responsible to: Head of Science**

**VISION AND PURPOSE:** To be accountable for the learning and achievement of students studying key stage 3 science and assist in delivering an appropriately broad, balanced and differentiated curriculum for students whilst supporting the development of the department as appropriate

**Main Duties:**

* To raise standards of student attainment and achievement within key stage 3 science and to monitor and support student progress.
* To be accountable for student progress and development within key stage 3 science
* To develop and enhance the teaching practice of others.
* To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the academy and the curricular policies determined by the Governing Body and Principal of the Academy
* To be accountable for leading, managing and developing key stage 3 science

**Operational/ Strategic Planning**

* To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Department.
* To assist in monitoring and following up student progress
* To implement Academy Policies and Procedures

**Curriculum Provision:**

* To assist in ensuring the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme which compliments the Academy Improvement Plan/Academy Evaluation.
* To be accountable for the development and delivery of key stage 3 science

**Curriculum Development:**

* To lead curriculum development for key stage 3 science
* To provide a broad and balanced curriculum to meet the needs of all
* To keep up to date with national developments in the subject area and teaching practice and methodology.
* To actively monitor and respond to curriculum development and initiatives at national, regional, local and academy level.

**Staffing:**

* To work with the Head of Science to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
* To undertake performance management reviews and to act as reviewer for a group of staff within the area.
* To assist in making appropriate arrangements for classes when staff are absent, ensuring appropriate cover work is set
* To promote teamwork and to motivate staff to ensure effective working relations.
* To participate in the Academy’s training programmes as appropriate.
* To assist the Head of Science in the day-to-day management of staff within the Department and act as a positive role model.

**Quality Assurance: (in liaison with Head of Science)**

* To ensure the effective operation of quality control systems.
* To establish the process of the setting of targets within the Department and to work towards their achievement.
* To establish common standards of practice within the Department and develop the effectiveness of teaching and learning styles.
* To contribute to the Academy procedures for lesson observation.
* To assist in implementing Academy quality procedures and to ensure adherence to those within the Department.
* To monitor and evaluate key stage 3 science in line with agreed Academy procedures including evaluation against quality standards and performance criteria.

**Management Information:**

* To make use of analysis and evaluate performance data provided.
* To assist in identifying and taking appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
* To assist in producing reports within the quality assurance cycle for the department.
* To assist in producing reports on examination performance, including the use of progress and attainment data.
* In conjunction with Head of Science, data manager, exams officer and others to manage the Department's collection of data.
* To assist in providing the Governing Body with relevant information relating to the Department’s performance and development.

**Performance Management**

Participating in the Academy’s arrangements for performance management, professional development and the Academy’s arrangements for quality assurance and internal verification.

**In addition to the above requirements, all staff are required to promote the ethos of the Academy by:**

* Being strong leaders in their own right with pupils of all attainment levels.
* Being a positive leader of the Academy ethos, demonstrating a “can-do” solution focussed mentality.
* Being a strong presence wherever they are in the Academy.
* Modelling high standards in expectations and practice.
* Following Academy policy and promoting policy in all areas and at all times.
* Dealing immediately with any problems they observe.
* Being positive and proactive in seeking solutions to problems and in planning ahead.
* Constantly looking for ways to improve and innovate in education.
* Seeking the highest standards possible and sharing with others.

**Notes**

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.

The job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.