



Job description - Head of Science

Job Purpose

To ensure the highest standards of learning, achievement and development for all students working within Science. This will be achieved through clear and effective leadership of subject staff. The job will feed into supporting the realisation of objectives laid down in the school development plan.

Job Description

Job Title: Head of Science
Line managed by: Assistant Principal

Job Dimensions

Staff: All staff in the department
Students: All students
Financial: The department's capitation allocation

Five Key Competencies

- a) High level classroom practitioner with a wide range of teaching skills;
- b) High level inter-personal skills enabling effective team leadership;
- c) Ability to evaluate the work of others and enable their development through consultation, coaching/mentoring and support;
- d) Ability to analyse data and information, identify trends and be able to report these to all stakeholders;
- e) Ability to formulate strategies for improved learning as a result of the above.

Principal Accountabilities

1. To lead learning within the department through:
 - 1.1. providing a vision for learning within the department in line with that of the school;
 - 1.2. ensuring high standards of teaching, addressing any issues where teaching falls below the required standards;
 - 1.3. ensuring high standards of learning, addressing any issues where learning falls below the required standards. This includes out of hours learning (homework);
 - 1.4. ensuring that all courses have schemes of work that inspire students and allow them to develop as individuals as well as, enable examination objectives and other whole school objectives to be met. Ensuring that those courses are appropriately resourced;
 - 1.5. ensuring that learning is personalised through good use of assessment data and good assessment practice including focussed work for all ability levels including those with Special Educational Needs, Pupil premium and High attaining students.
 - 1.6. supporting staff in dealing effectively with student behaviour in order to remove barriers to learning;
 - 1.7. ensuring that department staff complete school monitoring, recording and reporting requirements to a high standard;
 - 1.8. ensuring value for money and the effective deployment of the department's annual budget;
 - 1.9. providing excellent extra-curricular opportunities for students
2. To lead, train, support and manage department staff through:
 - 2.1. ensuring that all new staff receive a comprehensive induction;
 - 2.2. Supporting and planning for the continuing professional development of department staff;
 - 2.3. keeping up-to-date with relevant, evidence-based approaches;
 - 2.4. facilitating the sharing of good practice through meetings and INSET;
 - 2.5. annual Performance Management of colleagues under direct line management.
3. To lead the Science department's review and improvement planning work by:
 - 3.1. analysing the examination results of students working within the subject and agreeing and implementing action points;
 - 3.2. contributing to the school's annual self-review report and departmental development plan;
 - 3.3. observing lessons, completing learning walks and work scrutinies in line with school policy;
 - 3.4. ensuring the effective use of self-review tools including those which facilitate student feedback on their learning experiences;
 - 3.5. preparing improvement plans for the department;
 - 3.6. produce at least one article for each edition of the Cornerstone Newsletter
 - 3.7. Ensuring communication with key stakeholders

As a teacher of Science and a tutor you are expected to meet the following standards for a Leader and Manager:

1. Knowledge and Understanding	2. Teaching & Assessment
<p>ULT leaders and managers:</p> <ul style="list-style-type: none"> ▪ continually update their knowledge and understanding of educational best practice across a range of areas; <ul style="list-style-type: none"> ▪ contribute at a strategic level to whole school curriculum development; ▪ understand the organisational and financial rationale of policies and plans with the school; ▪ have a high awareness of behavioural strategies to be applied across the school; ▪ promote the use and development of technology in order to achieve efficient and effective ways of working to improve pupil learning and achievement. 	<p>ULT leaders and managers:</p> <ul style="list-style-type: none"> ▪ act as mentors to other staff encouraging a learning culture; ▪ effectively use lesson observation as a tool for enhancing the techniques of others in improving teaching and learning styles; ▪ evaluate their own and others' teaching constructively and use this to improve overall effectiveness; ▪ analyse and articulate the craft of teaching and associated professional expertise and use this as a base for coaching others.
3. Student Learning and Progress	4. Wider Professional Effectiveness
<p>ULT leaders and managers:</p> <ul style="list-style-type: none"> ▪ inspire and motivate pupils and staff to develop skills, talents and attributes; ▪ lead and manage the development of processes to ensure improvements in pupil learning are monitored; ▪ lead teams of other staff in the area of improved pupil learning and student achievement through the setting and monitoring of team goals. 	<p>ULT leaders and managers:</p> <ul style="list-style-type: none"> ▪ actively contribute to the creation of the school's ethos and culture; ▪ are seen as sources of expert advice both inside and outside the school and are recognised as leaders in their field; ▪ they raise the profile of the school in the community, are aware of and contribute positively to ULT's objectives.
5. Professional Characteristics	
<ul style="list-style-type: none"> • ULT leaders and managers have high level coaching skills, set challenging targets for colleagues and provide support for those to be achieved, creating an atmosphere of continuous professional development. • They seek ways to develop and enhance their own leadership and management skills, taking ownership for their personal development. 	

Prepared by: The Cornerstone Academy

Date: January 2025

This 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

I confirm that I have read and understood the details contained within this job description.

I understand that by signing this document, I agree to the terms and conditions contained within it.

<p>Signed</p> <p>Print Name</p>	
<p>Dated</p>	