**Beis Yaakov High School Academy**

**JOB DESCRIPTION**

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| **Post Title:** | Head of Faculty for Science  |
| **Job Purpose:** | * To lead the Science Faculty, incorporating: Biology, Chemistry, Physics, Computing/Computer Science
* To continue to develop an innovative and progressive science curriculum, which is supported by a vibrant programme of extracurricular and enrichment activities.
* To provide strong leadership to the Science Department so that teaching and learning is consistently good or better and staff are constantly developing in their roles.
* To ensure that all young people make at least expected progress and that ambitious targets for student performance are met in all Key Stages.
* As part of the school’s wider leadership, to be a positive role model and constantly promote the school’s ethos and vision.
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| **Reporting to:** | SLT line manager  |
| **Working time:** | Full time (Teaching timetable + 20% LMT) |
| **Hours:** | BYJHS school day |
| **Salary/Grade** | BYJHS Scales, commensurate with experience  |
| **Main duties** | **Delivery of Science across the school** * To lead the successful delivery of Science across the School.
* To inspire and enthuse members of the team, with a clear vision for the future direction of the Science Department.
* To undertake regular audits and quality assurance checks within Science to ensure that the highest standards are being achieved in all aspects of the department’s work.
* To safeguard young people by ensuring that all aspects of Health and Safety are adhered to in lessons and preparation areas.
* To lead the department’s strategic planning and self-evaluation processes.
* To provide regular reports on student performance based on internal assessment data as well as externally verified examination results and to plan effective interventions as appropriate.
* To promote and lead on the delivery of all extra-curricular activities in Science.
* To co-ordinate the resources of the Department, giving support and guidance to relevant staff.
* To ensure that appropriate arrangements are made for examination entries and statutory requirements.
* To support and promote literacy across the curriculum.
* To keep up-to-date about subject development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate.
* To act as a role model to others, demonstrating high standards of professionalism in all aspects of leadership.

**Curriculum management*** To develop an innovative and progressive curriculum in Science that reflects the ethos of the School and meets the needs of all students.
* To lead the development of differentiated schemes of work at KS3 and KS4 so that every young person makes progress in their learning.
* To make sure that teaching and learning meets the needs of all students including those with additional needs, for example those with a low skill base, hearing or visual impairment and the very able.
* To maintain an up to date knowledge of new initiatives and incorporate elements into the Science strategy as appropriate.
* To review, evaluate and improve the design and delivery of the Science curriculum on an ongoing basis.
* To incorporate assessment into all aspects of curriculum planning.

**People management*** To adopt a strong, caring and flexible leadership style to influence and motivate staff and students to achieve their objectives and those of the School.
* To create an environment of open-mindedness, fairness and harmony so that all individuals can achieve their potential.
* To work proactively with other middle and senior leaders to create an open, valuable working relationship that thrives on using the knowledge and expertise of individuals and groups to produce optimal outcomes.
* To advise the SLT about the recruitment and retention of high-calibre staff.
* To implement the School performance management processes so as to provide a positive framework for staff development and achievement.
* In conjunction with all staff, organise activities/processes that encourage team development.
* To ensure that all staff receive departmental induction and fully understand all relevant policies and their implementation.
* To monitor and evaluate attendance and absence management policies for Science staff and students.
* To create an environment where there is visible acknowledgement that everyone’s contribution is valued.

**Financial and facilities management*** To be responsible for the completion of the Science Development Plan so that the Department is appropriately and effectively resourced.
* To oversee the department’s budget and ensure that the use of financial resources has a clear impact on improving student outcomes.
* To ensure that physical resources to deliver the curriculum are acquired and are maintained effectively.
* To make sure that the science accommodation is used in the most effective way to meet the needs of all students and that the areas are maintained to a high standard that reflects the ethos of the School and promotes learning.
* To be aware of the need for security and of the importance of implementing Health and Safety policies within the department.

**General*** To provide appropriate, accurate and timely management information to enable continuous evaluation of performance.
* To check that information required by various external bodies is produced within the given time scale and is of excellent quality.
* As a member of the Middle Leadership Team, to be on the weekly on call rota for corridor patrol.
* Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude as befitting the role.
* As a classroom teacher, to model outstanding teaching as per Teachers’ Standards.
* To be a collaborative and supportive member of the Middle Leadership team of the Academy, playing an important role in the progress of the Academy in its development as an innovative, high performing, and emotionally intelligent organisation with a Charedi Jewish ethos.
* The post-holder may be asked to undertake any other duties that are commensurate with the post.
* The post-holder has common duties and responsibilities in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.
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| **Accountability and Key Performance Indicators:**  | * To ensure that all teaching is consistently Good or better.
* To meet aspirational targets at GCSE in relation to student performance at grades 9-7, 9-5 and 9-1.
* To monitor the progress of other staff in the department and put systems in place to ensure performance grades within the department are of a high standard.
* To create a collaborative atmosphere in the department and build positive relationships with staff and pupils in line with the school’s ethos and values
* To manage the department’s financial budget prudently.
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| **Enhancing own knowledge, skills and understanding** | * To attend training courses relevant to the post, ensuring continuing personal and professional development.
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| **Additional duties:** | * Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
* Employees will be expected to comply with any reasonable request from the Executive Principal to undertake work of a similar level that is not specified in this job description.
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| This job description is current at the date shown but, in consultation with you, may be changed by the Executive Principal to reflect or anticipate changes in the job commensurate with the grade and job title. |
| The post-holder has a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with. |

Signed: ………………………………………………………………………..

Date: ………………………………………………………………………..

Signed: ……………………………………………………………………….. – Line Manager

Date: ………………………………………………………………………..