



THE BISHOP FRASER TRUST

A CHURCH OF ENGLAND MULTI ACADEMY TRUST

JOB DESCRIPTION

Job Title:	Head of Science	Department/Group:	Science / Teaching Staff
Level/Salary Range:	Teacher Main Pay Scale T4 – T9 Plus TLR 1c	Reporting to:	SLT Link
Contract term:	All Year Round Permanent	Hours per week:	Full Time

Vision Statement

“To allow all children to experience ‘life in all its fullness’, no matter what their starting point” by:

- Offering a high quality, inclusive and distinctive education
- A caring and nurturing environment based on our Christian values
- Recognising the unique nature of each child.

Main Objectives of Role:

- To provide professional leadership and management for the subject
- To be a role model to members of the department, demonstrating excellent teaching and learning in their own practice and providing innovative curriculum thinking to drive the curriculum forward in all linked subjects
- To raise standards across the subject in Teaching and Learning and Curriculum leading to better outcomes for all.

Job Description:

THE SCHOOL TEACHER’S PAY AND CONDITIONS DOCUMENT SETS OUT THE STATUTORY RESPONSIBILITIES OF ALL STAFF. THIS JOB DESCRIPTION COMPLEMENTS THAT DOCUMENT AND PROVIDES THE SPECIFIC CONTEXT FOR THIS POST

Specific TLR responsibility:

- Promote teamwork and collective ethos in the Science department, bringing together staff on shared objectives.
- Lead the curriculum area in the development of high-quality teaching and learning that meets the expectations of the teaching and learning policy and that schemes of work are fit for purpose and drive outstanding achievement
- Strategically lead the department, ensuring that the SEF and School development are implemented through the department development plans and SEF, ensuring a collaborative department wide raising standards plan
- Produce exam reports for Biology, Physics and Chemistry ensuring deadlines are met and the data feeds the development plans
- Lead and manage the curriculum in Science and develop a clear enrichment curriculum ensuring that our students have a deep and rich experience of the subjects within the department and beyond the classroom
- Review the syllabus offered at GCSE regularly making sure it is fit for purpose and meets the needs of our learners
- Ensure that robust assessment and recording is carried out by all members of the department, and track and monitor the performance of students making sure that achievement is recognised, and underachievement addressed
- Set expectations for staff and objectives using the appraisal system, supporting teaching staff in their CPD and holding staff to account for their individual performance
- Implement the School Quality Assurance process at department level ensuring that findings are acted upon in a timely fashion
- Manage the delegated department capitation budget ensuring value for money in terms of resources and that it is utilised to raise standards

- Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures
- Attend meetings as directed by the Headteacher and SLT line-manager in line with school policy for TLR holder's
- Ensure that relevant Health and Safety documents including risk assessments are written, implemented and are followed within the Department adhering to latest national guidance

General Responsibilities

- Work collaboratively with a range of internal and external partners, demonstrating a positive 'can do' attitude and working as one team for the wider 'team BFT'
- Limited flexibility with working hours on occasion beyond the usual working day, recognising the variable nature of workloads and deadlines. It must also be noted that the Trust strongly recognises the fundamental importance of a private and family life, and of adequate rest and recreation.

Safer Recruitment Statement

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

All staff employed by the Bishop Fraser Trust are expected to:

- uphold and promote the Trust's vision
- uphold and promote the Christian ethos of all schools in the Trust
- support and contribute to the achievement of all students academically and pastorally
- support and contribute to the Trust's responsibility for safeguarding all students
- undertake professional training to enhance personal development and job performance;
- Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection
- maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect
- share best practice, expertise and skills with others
- Seek to be positive and build up the common good through their own individual contribution to the life of their school
- Offer ideas and suggestions for making things better
- Engage actively in the appraisal and performance review process
- Seek to develop a better work/life balance
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

Last Updated:

Feb 2024



PERSON SPECIFICATION

	Head of Science - CRITERIA	Essential / Desirable
Work related circumstances – professional values and practices of The Bishop Fraser Trust	High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	E
	Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	E
	Commitment to the Trust's Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work	E
	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	E
	Able to liaise sensitively and effectively with parents and carers recognising their role in student learning	E
	Able to improve their own practice through evaluations and discussion with colleagues.	E
	Flexible with an ability to be able to embrace and generate change	E
Personal Qualities	Self-motivated and personally resilient	E
	High levels of personal integrity, discretion, honesty, reliability and self-awareness	E
	Conscientious and diligent work ethic	E
	High standard of personal presentation with an excellent attendance and time-keeping record	E
	Exacting standards, with high levels of attention to detail and accuracy	E
	Patience, kindness and understanding	E
Professional Dispositions	Pro-active in using initiative	E
	The ability to meet and greet visitors, staff and students warmly, confidently and professionally, focussed on meeting customer needs and satisfaction	E
	Maintains a positive outlook at work	E
	Willingness to take a hands-on approach as necessary	E
	Flexibility, on occasions and within reason, in approach to working hours	E
Qualifications	Qualified Teacher Status	E
	Honours degree in a relevant discipline – Science or related degree	E
	Experience of recent professional development	E
	An awareness and ability to work within the rules of relevant policies, legislation and good practice relating to schools, particularly Data Protection, Child Protection and Safeguarding	E
Leadership and Management	Ability to develop others and motivate staff to drive outcomes for all learners	E
	Experience of designing a curriculum that meets the needs of all learners	E
	Evidence of line managing others and managing staff performance	E
	Evidence of producing an accurate self-evaluation and putting in place a clear development plan	D
	Evidence of improving and sustaining achievement and progress for all	E
Experience	Experience of Science teaching at KS 3 and 4	E

	Head of Science - CRITERIA	Essential / Desirable
Skills and Knowledge	Experience of working with a wide range of pupils	E
	Evidence of ability to create a challenging and effective learning environment	E
	Experience as an external exam moderator	D
	High level teaching and organisation skills	E
	Sound understanding of current issues relating to the subject	E
	Good time management skills and a high level of personal organisation	E
	Good interpersonal and communication skills	E
	Awareness and understanding of pupil progress	E
	Good ICT skills	D
Curriculum	Knowledge of current curriculum developments including assessment for learning (AFL)	E
	Ability to plan and prepare schemes of work for the delivery of lessons in all key stages	E
	Excellent understanding of data and its impact on planning for progress	E
	Ability to ensure good progress is made by all pupils	E
	Knowledge of baseline assessment and value added measures	E
	Knowledge of current curriculum developments including assessment for learning (AFL)	E
	Ability to plan and prepare schemes of work for the delivery of lessons in all key stages	E
Safeguarding of Children and Young People	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E