

Job Description and Person Specification: Head of Science

JOB DESCRIPTION

Post Title	:	Head of Science
Status	:	Permanent Full time
Line Manager	:	Deputy Headteacher
Allowance	:	Main Pay Scale +TLR1b
Review Date	:	September 2022

At Chace Community School our aim is to provide an **experience of excellence** to every child; one that will change their lives and inspire them to be the **leaders of tomorrow**.

Through our investment in an ambitious and engaging curriculum, strong discipline and inspiring teaching, our students can achieve our school motto of '**excellence has no limits**'. We are proud of every student and believe that each one of them can achieve. Staff will never cap a student's potential, instead they will push them beyond what they ever thought they were capable of.

Purpose of the job:

As a teacher you will have responsibility, in accordance with the School Teachers' Pay and Conditions Document, for the education and welfare of designated classes of students at Chace Community School. Your duties will be carried out with due regard for the requirements of the National Curriculum, Chace Community School's aims and the policies of the Governing Body.

Qualities

The Head of Science will:-

- Maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Have high expectations of young people and be aligned to our belief that '*Excellence has no limits*'

Duties and responsibilities:

We share a commitment to learning and raising achievement for all and have high expectations of all our students. To this end all teachers will be expected to:

- teach students principally in your own subject across the age and ability range and in accordance with agreed schemes of work and assessment for learning, recording and reporting procedures;
- share responsibility for ensuring the safety, well-being and discipline of all the students at the school;
- adhere to all school policies and procedures as laid out in the Staff Handbook, taking cognisance of all additions and amendments throughout the school year;
- participate in the development of appropriate materials and schemes of work within your faculty and in co-operation with colleagues;

Job Description and Person Specification: Head of Science

- carry out a share of supervisory duties (break duty and exam invigilation for example) in accordance with agreed rotas;
- participate in appropriate meetings with parents and colleagues relating to all aspects of your work as a teacher at Chace Community School;
- carry out the role and responsibilities of a tutor as required;
- carry out other duties as reasonably required by the Head.

Head of Science Faculty

The Head of Faculty will work to raise achievement in the faculty, be accountable for all Faculty matters, including the annual review and preparation of a Faculty Development Plan, ensuring it is in line with the School Development Plan. It is expected that the Head of Faculty will review the Faculty with the Headteacher on a regular basis.

(a) The Curriculum

The Head of Faculty will be expected:

- to oversee all work within the Faculty, ensuring that the learning experiences offered to students are challenging, relevant and in accordance with national guidelines;
- to take the leading role as KS3 Coordinator
- to liaise with, and assist where necessary, the Senior Manager with responsibility for assessment in the conduct of both public and internal examinations, at Key Stages 4 and Post 16;
- to continually review and develop the range of learning experiences offered to students;
- to keep up to date with all curriculum developments in their field and encourage new initiatives to improve learning and teaching and raise achievement;
- oversee the implementation of community based science projects with neighbouring primary schools in transition and monitor effectiveness of the work.
- to ensure that detailed differentiated schemes of learning are prepared in line with national requirements and school policy;
- to ensure that students' work is regularly assessed, that progress is monitored and that accurate records of students' progress are kept;
- to devise and implement strategies for celebrating students' achievement eg regular display of work and in assemblies;
- to ensure that Faculty reports on students are written and compiled in accordance with school policy;
- to develop and maintain effective links with the Student Progress Faculty and the SENCO, to ensure the needs of students with Special Educational Needs and diverse learning needs, including bilingual students, are met, in line with the Code of Practice and school policies;
- to oversee the development of cross-curricular links, as appropriate;
- to continually review and develop the range of learning experiences and teaching styles offered to students, including extended learning clubs;
- prepare annual report on exam results for discussion with SLT;
- to liaise with the appropriate Head of Year as Head of Learning to ensure that the educational needs of all students are met;
- annually update relevant sections of SEF(Self Evaluation Plan) and CIP(Chace Improvement Plan).

Job Description and Person Specification: Head of Science

(b) Professional Support

The Head of Faculty will be expected:

- to advise and support Faculty members in order to promote their personal development and to facilitate the effective development of the Faculty as a whole;
- to participate in appraisal arrangements as part of CPD;
- to take a leading role in maintaining a disciplined, well ordered, purposeful, learning environment within the Faculty, in accordance with school policy;
- to liaise with the Heads of Learning to support students causing concern;
- to ensure that newly qualified teachers, beginner teachers and new staff are given appropriate advice, induction and support;
- to ensure that appropriate work is set for absent Faculty colleagues;
- to prepare and annually update a Faculty Handbook, in accordance with school policy.

(c) Communications

The Head of Faculty will be expected:

- to attend and contribute to meetings, as appropriate;
- to convene regular Faculty meetings and ensure that minutes are kept;
- to develop and maintain effective liaison with institutions outside the school, including primary schools and post-16/19 institutions;
- to keep Faculty members informed of curriculum developments;
- to liaise with support staff, as appropriate, to help realise the objectives of the Faculty and to manage the work of support staff assigned to the Faculty area to ensure their optimum deployment;
- to keep SLT members informed with regular line manager meetings;
- to liaise with parents as and when appropriate.

(d) Resources

The Head of Faculty will be expected:

- to ensure that Faculty capitation is allocated and spent appropriately in consultation with your line manager;
- to keep an up-to-date inventory of all equipment and resources in the Faculty, including annual updating of all stock books relevant to the Faculty;
- to complete risk assessments and vigorously monitor Health & Safety at work practice to ensure that the general environment within the Faculty area is in keeping with accepted health and safety procedures and legislation;
- to liaise with the appropriate SLT members on staff deployment and timetabling matters;
- to liaise with the appropriate SLT member on the professional development of Faculty staff;
- to advise and assist the Headteacher on staffing matters eg staff recruitment and interviews.

Job Description and Person Specification: Head of Science

All Chace staff will:

- promote equality of opportunity and regard;
- follow Safeguarding guidelines and Child Protection policy/procedures;
- contribute to producing/delivering priorities in the School Improvement Plan;
- keep Chace and their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal;
- promote positive attitudes and behaviour;
- contribute to the smooth day to day running of the school;
- be committed to achieving the school aims;
- be a lead learner;
- work to develop Chace as a successful inclusive learning community;
- respond promptly to concerns from parents, staff or students;
- promote the school in the community;
- work in partnership with all colleagues including the Governing Body;
- support Codes of Professional Ethics/Safe Practice in the Staff Handbook
- have regard for and act in accordance with Health and Safety policy/practice;
- celebrate success of students and staff;
- support school events including those organised by the PTA.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. They may be required to do other duties appropriate to the level of the role.

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people and anyone applying to work in our schools is expected to share this commitment. All appointments are subject to satisfactory pre-employment checks, including satisfactory enhanced criminal records with Barred List check through the Disclosure and Barring service

Job Description and Person Specification: Head of Science

PERSON SPECIFICATION

Qualities and Attributes	Essential	Desirable	Evidenced by
Qualifications			
5 GCSE and A Levels(A*-C) or equivalents	<input type="checkbox"/>		Application
Qualified Teacher Status	<input type="checkbox"/>		Application
Honours degree or equivalent	<input type="checkbox"/>		Application
A range of in-service training during the last three year which include accreditation		<input type="checkbox"/>	Application
Experience			
Successful teaching experience within a secondary school	<input type="checkbox"/>		Application/references
Experience of teaching within a diverse environment	<input type="checkbox"/>		Application/Interview
Involvement with school improvement raising standards	<input type="checkbox"/>		Application/Interview
Knowledge and Skills			
Highly competent in all areas of the Teachers' Standards	<input type="checkbox"/>		Application/Interview
Excellent communication skills; able to communicate effectively both verbally in writing with a range of audiences	<input type="checkbox"/>		Application/Interview
Highly organised; can prioritise and work well under pressure, meeting deadlines and exercising attention to detail	<input type="checkbox"/>		Application/Interview
A reflective practitioner who is both proactive and responsive	<input type="checkbox"/>		Application/Interview
Able to relate effectively to students, staff and parents	<input type="checkbox"/>		Application/Interview
Able to follow the school's safeguarding procedures and recognise when to report any concerns	<input type="checkbox"/>		Interview
Able to co-ordinate, motivate and work collaboratively and effectively as part of a team	<input type="checkbox"/>		Application/Interview/Reference
Creative, inspiring and innovative both in the classroom and as a colleague; able to explore, develop and successfully implement new ways of working	<input type="checkbox"/>		Application/Interview/Reference
High level subject knowledge (biology, chemistry or physics)	<input type="checkbox"/>		Application/Interview/Reference

Job Description and Person Specification: Head of Science

Knowledge of how to promote and implement the principles of inclusion	<input type="checkbox"/>		Application/Interview
Understanding of promoting high levels of attainment of all students, including those with special educational needs		<input type="checkbox"/>	Application/Interview
Knowledge of initiatives at a national level and their impact on school development		<input type="checkbox"/>	Application/Interview
General/Personal Qualities and Characteristics			
A commitment to the school's vision and values	<input type="checkbox"/>		Application/Interview
High expectations for all pupils and the ability to inspire, challenge, motivate and empower others	<input type="checkbox"/>		Application/Interview
A 'can do attitude' and an ability to solve issues as and when they arise	<input type="checkbox"/>		Application/Interview
Adaptable to working within a team	<input type="checkbox"/>		Application/Interview
A professional role model who is committed to their own professional development and to developing others	<input type="checkbox"/>		Application/Interview
A calm demeanour and the ability to work well under pressure	<input type="checkbox"/>		Application/Interview
A commitment to the protection and safeguarding of children and young people	<input type="checkbox"/>		Application/Interview
A commitment to involve parents, governors and the community in the work of the school	<input type="checkbox"/>		Application/Interview
An awareness, understanding and commitment to equal opportunities and inclusion, including an appreciation of and sympathy for the multi-faith cultural context	<input type="checkbox"/>		Application/Interview