

## Job Description

**Post:** Head of Science

### Job Purpose:

- To set high levels of challenge and raise expectations of all pupils and students
- To be a positive role model for the Teaching Standards
- To lead learning and teaching across the department by developing a curriculum which stimulates, challenges and inspires pupils of all abilities to achieve the highest standards
- Ensure all members of the Department use data effectively to ensure all pupils and students make expected levels of progress

### General:

- To be a form tutor and deliver personal development (PSCHE)
- To be an active member of the Strategy Group of Cromwell Community College
- To promote the College's values and work with the Leadership Team to ensure that the provision of education is of the very highest quality
- To create and maintain a Department ethos that encourages productive professional relationships and high morale amongst staff
- To ensure the Department adheres to, and upholds, College policies

### Accountabilities:

#### Managing Learning and Teaching

- To work with the Senior Leadership team to ensure that all lessons are good
- To ensure that detailed courses and schemes of work which fulfil College aims and requirements are provided within each subject area
- To ensure accurate and regular assessment takes place within the Department and results are entered into "Go4Schools" regularly
- To lead the analysis of pupil progress, deploying intervention strategies when and where necessary – liaise with Heads of Year
- To support the development of a positive learning environment.
- To attend regular line management meetings
- Carry out regular work scrutiny and report findings in line management meetings
- Ensure pupils receive regular feedback on their work / personal study
- Analyse Pupil Support Unit (PSU) referrals from department – discuss with individuals
- Monitor on a termly basis reviewees progress towards performance management targets
- Quality assurance of teaching and learning
- Share good practice

### Managing People

- To assist and advise in the selection of new department staff
- To lead, motivate and deploy a team of teachers and support staff who will, through their expertise and experience, promote success in and enjoyment of their subject areas
- To undertake performance management reviews of members of the department, as outlined on the performance management diagram, setting appropriate targets
- To oversee the professional development of all staff within the department
- To develop the department as a provider of initial teacher training within the partnership scheme and to promote the development of the College as a mentoring school
- Liaise with parents when appropriate

### Managing Policy and Planning

- To manage the Department budget in accordance with the College's financial accounting procedures and to account for books and equipment
- To lead self-evaluation arrangements within the Department and produce an annual SEF
- To prepare department improvement plans each year, including budget priorities, curriculum development and appropriate continuing professional development and to evaluate these plans annually with the line manager
- To convene, chair and minute department meetings as appropriate
- To liaise with partner primary schools, post-16 colleges and other external agencies as appropriate
- To participate in whole College curriculum and timetable planning and to prepare a department and subject timetable in conjunction with line manager
- To support the Leadership Team in ensuring high quality reports are produced
- Allocate staff to groups on a needs led basis
- Ensure succession planning is considered well in advance

### **General:**

- Responsibility for safeguarding and promoting the welfare of pupils