

Job Description

Job Title:	Head of Science
Location:	Tamworth Enterprise College
Hours of work:	Full-time
Reports to:	Head of School

Purpose of the Role:

- To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.
- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To be accountable for student progress and development within the subject area.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the academy and the curricular policies determined by the Governing Body and Principal of the Academy
- To be accountable for leading, managing and developing the subject/curriculum area.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the Department to support the designated curriculum portfolio.
- General professional duties of all teachers are specified in the Conditions of Employment

Responsibilities:

Responsible for:

- Other TLR post holders within the area, teaching staff and other relevant personnel within the Department.

Liaising with:

- Principal, members of SLT, other Heads of Department and all other relevant staff with cross-academy responsibilities, relevant non-teaching support staff, AET staff and parents.

Operational/ Strategic Planning

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Department.
- The day-to-day management, control and operation of course provision with the Department, including effective deployment of staff and physical resources.
- To assist in monitoring and following up student progress
- To implement Academy Policies and Procedures
- To work with colleagues to formulate aims, objectives and strategic plans for the Department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy.
- To lead and manage the business planning function of the Department, and to ensure that the planning activities of the Department reflect the needs of students within the subject area, the Academy and department SEF and the aims and objectives of the Academy.
- To ensure that health and safety policies and practices, including risk assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the Academy's Health and Safety Manager.
- To be a member of the appropriate academy management structures/meetings, and take a corporate responsibility for the leadership of the Academy.

Curriculum Provision:

- To liaise with the SLT to ensure the delivery of an appropriate, comprehensive, high quality and cost- effective curriculum programme which compliments the Academy Improvement Plan/Academy Evaluation.
- To be accountable for the development and delivery of your specific curriculum area throughout the Academy.
- To lead Modern Foreign Languages
- To have a vision for Modern Foreign Languages within and beyond the curriculum and is able to communicate that vision

Curriculum Development:

- To lead curriculum development for your specific curriculum area.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local and academy level.

- To liaise with the SLT/exam officer to maintain accreditation with the relevant examination and validating bodies.

Staffing:

- To work with the SLT to ensure that staff development needs are identified and that appropriate
- To be responsible for the efficient and effective deployment of the area's technicians/support staff as appropriate.
- To undertake performance management reviews and to act as a reviewer for a group of staff within the area.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Department liaise with the Cover Manager/relevant staff to secure appropriate cover within the Department.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with academy procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the Academy's training programmes as appropriate.
- To be responsible for the day-to-day management of staff within the Department and act as a positive role model.

Quality Assurance: (in liaison with line manager)

- To ensure the effective operation of quality control systems.
- To establish the process of the setting of targets within the Department and to work towards their achievement.
- To establish common standards of practice within the Department and develop the effectiveness of teaching and learning styles in all subject areas within the Department.
- To contribute to the Academy procedures for lesson observation.
- To implement Academy quality procedures and to ensure adherence to those within the Department.

To monitor and evaluate the curriculum area/Department in line with agreed Academy procedures including evaluation against quality standards and performance criteria.

To seek/implement modification and improvement where required.

To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.

Management

Information:

- To ensure the maintenance of accurate and up-to-date information concerning the Department as required by the Academy systems.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the department.
- To produce reports on examination performance, including the use of progress and attainment data.
- In conjunction with SLT, data manager, exams officer and others to manage the Department's collection of data.
- To provide the Governing Body with relevant information relating to the Department's performance and development.

Communicatio

ns:

- To ensure that all members of the Department are familiar with the AET aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with the AET, partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- To positively represent the views and interests of the Department.

Marketing and

Liaison:

- To contribute to the Academy liaison and marketing activities, e.g. the collection of material for press releases.
- To lead the development of effective subject links with partner academies and the community, attendance where necessary at liaison events in partner academies and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the development of effective subject links with external agencies.

Management of

Resources:

- To manage the available resources of space, staff, money and equipment efficiently

within the limits, guidelines and procedures laid down; including deploying the Department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.

- To work with the SLT in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.

Pastoral System:

- To contribute to PSHE, citizenship and enterprise according to Academy policy.
- To ensure the Academy's behaviour management systems are implemented in the area so that effective learning can take place.
- To be familiar with the Academy's Child Protection Policy/Safeguarding Policy and to report concerns to the Designated Safeguarding Lead.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Pay and Conditions.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

Person Specification - Head of Science

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	• A graduate in a relevant discipline • To hold a teaching qualification that is recognised by the DFE • To have evidence of continuing and recent Professional development relevant to the post	• NPQ (can be provided if successful)
Knowledge/Experience	Specific knowledge/ experience required for the role	• Have taught Science at all levels (KS3/4) • Successful and varied teaching experience in secondary schools • Successful experience of working with aspects of school life involving contact with parents and the wider community • Leadership of aspects of school improvement and curriculum development • Excellent classroom practitioner • Have a detailed knowledge of the GCSE and able to plan lessons effectively, setting appropriate and demanding expectations for students' learning • Able to mark and monitor students' class work and homework, provide constructive oral and written feedback, set targets for students' progress and provide information to parents as required	• 2 years' teaching experience • Experience as a form tutor • Experience of managing a budget • Experience of teaching different Sciences at KS4

Skills		• Ability to produce accurate work to tight deadlines under pressure • Ability to communicate clearly in writing and orally to a variety of audiences • Ability to be able to deal sensitively with • pastoral issues relating to staff and students • Problem solving skills • Ability to network internally and externally • Adaptable approach and good organisation skills • Ability to lead and work as part of an effective team • Ability to manage and implement curriculum changes • High level of written and communication skills	
Management		• Ability to analyse and evaluate data on students • Ensure appropriate curriculum provision for all students across the faculty • Ability to lead teams/groups • Ability to share good practice • Ability to take responsibility for external or internal CPD within your area	

Personal Characteristics		• Commitment to the Academy's aims, ethos and vision	
	Values	• Ability to demonstrate, understand and apply our values ○ Be unusually brave ○ Discover what's possible ○ Push the limits ○ Be big hearted	
Special Requirements		• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of children and young people	