



## JOB DESCRIPTION

### Subject Leader Science

<b>REPORTS TO:</b>	Headteacher
<b>PAYSCALE:</b>	Main scale or UPS Additional Allowance of TLR 1B (£10,605) per annum
<b>LOCATION</b>	Forest Hall School, Stansted
<b>TERMS:</b>	You will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from the Headteacher of the school.
<b>CONTRACT:</b>	Permanent, Full Time

#### PURPOSE OF THE JOB

- To assist in providing leadership of the department.
- To take a lead role in the monitoring and evaluation of standards across each subject area and to be a leading professional actively promoting effective teaching and learning practices across the department.
- To promote excellent standards of behaviour across the department and across the school.
- The post will require you to work in partnership with all staff to ensure the continuous improvement of the school.

#### Liaison with:

- The post-holder is also expected to interact and lead colleagues on a professional level in order to promote a mutual understanding of the subject area's vision and values.
- The post-holder will be expected to network and liaise with other colleagues across the Trust.

### **Specific Responsibilities**

- To provide a clear vision for the department.
- To raise attainment in all subject areas to ensure they exceed national averages and add significant value to learners' experiences, so they make beyond expected progress.
- To monitor the performance of all groups of learners across the department at least once a term.
- To ensure pupils are entered for the appropriate public examinations at the appropriate stage.
- To ensure that all teachers have subject knowledge to enable them to deliver their subject to the highest standard.
- To support and assist teachers within the department to ensure they understand and implement the school's policies, especially on SMSC, assessment, homework, behaviour, lesson planning, schemes of work and outstanding learning and teaching.
- To develop the monitoring of teaching and learning across the department and report annually on the standards of leadership, teaching and learning in the designated subjects.
- To provide regular progress updates to the Leadership Team including the governors.

### **Management Responsibilities**

- Day to day organisation of the department, including organising any cover arrangements for members of the team.
- To manage the allocation of all resources including staffing, and all consumable resources.
- To ensure the department timetable is up to date.
- To maintain the setting and groupings across the department.
- To ensure that there is a calm learning environment across the department during lessons and that the school behaviour policy is adhered to.
- To monitor the schemes of work, daily lesson planning of all teachers across the department.
- To organise meetings of subject teachers.

### **Shaping the Future**

- Assist in establishing a vision for the future of the department in line with the vision of the school.
- Contribute to the identification of key areas of strength and weakness in the department.
- Work to a high standard in implementing agreed policies, priorities and expectations, so as to set a good example to other colleagues.
- Promote a culture of team work, in which views of all members of the department are valued and considered.
- Contribute to the self-evaluation of the school and lead the self-evaluation of the department.
- Contribute to developing a love of reading among the students and the staff.

### **Leading Learning and Teaching**

- Provide detailed analysis of performance data to the Headteacher.
- Promote the active involvement of pupils in their own learning.
- Contribute to target setting.
- Support strategies to promote high standards of behaviour.
- Provide support for colleagues in improving the learning environment to enhance learning and increasing engagement.
- Contribute to book checks and lesson walks.

### **Developing self and managing others**

- Promote and safeguard the safety and welfare of children and young people in your department.
- Contribute to the creation of a positive department ethos, in which every individual is treated with dignity and respect, and the safety and welfare of children and young people is paramount.
- Support the development of collaborative approaches.
- Set high expectations for your own performance and that of others.
- Engage in relevant professional development activity as necessary.

### **Managing the organisation**

- Contribute to a regular review of the department to ensure it meets statutory requirements.
- Develop action plans in order to bring about improvements.
- Contribute to the planning process for the distribution of resources, to ensure they meet the school's identified priorities.
- Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money.
- Being a presence in the school corridors at the start and end of the day, lesson change-over, break and lunch times.

### **Securing Accountability**

- Work alongside the Leadership Team and department staff to secure improvement through Performance Management; take responsibility for the performance management of staff you directly line manage.
- Use a range of data sources to set realistic yet challenging targets for pupils, analysing outcomes for individuals and groups.
- Contribute to the reporting of the performance of the subject area to parents, carers, governors and other stake holders.

### **Strengthening Community**

- Contribute to strengthening partnerships with subject teachers across the Trust.
- Contribute to policies and practices which promote equality of opportunity and tackle prejudice.
- Promote and model good relationships with parents, which are based on partnerships to support and improve pupils' achievement.

### **Additional duties:**

- To play a full part in the life of the School community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

### **Other specific duties:**

- To continue personal development as agreed.
- To assist with the carrying out of risk assessments as appropriate.
- To ensure that Health and Safety policies and procedures are followed.
- To actively engage in the performance review process.
- To undertake any other duty as specified by the Headteacher not mentioned in the above.
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

**General responsibilities common to all members of staff**

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.

BMAT Directors are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

## Person Specification – Subject Leader Science

### Qualification

- Honours Degree in a subject area relevant to the specialism.
- DfE recognised Qualified Teacher Status in a subject area relevant to the department

### Professional Development

- Evidence of continuing professional development which includes curriculum development.
- Evidence of keeping up to date with educational thinking and knowledge.
- A strong commitment to quality professional development of staff.

### Safeguarding and welfare of children

- Suitability to work with young children.
- Able to form and maintain appropriate relationships and personal boundaries with children and young people.
- Positive attitude to use of authority and maintaining discipline.

### Experience

- **At least 2 years'** experience of teaching across the full age and ability range of a secondary school including sixth form.
- A record of outstanding classroom teaching.
- Proven record as a teacher whose students reach high standards of learning and achievement at all key stages.
- Experience of using a range of strategies to support the teaching and learning of different groups of learners i.e. SEND, EAL, etc.
- Experience of curriculum planning in Science.
- Have contributed to promoting high quality teaching and learning

### Special Knowledge

- Ability to teach to KS3 and GCSE.
- Enthusiasm to inspire students.
- An understanding of the use of comparative data and target setting.
- Knowledge of the curriculum at KS3 and KS4.
- An understanding of the use and potential of ICT to develop learning.
- An understanding of assessment criteria for Science in the department.
- An understanding of inclusion.

### Practical Skills

- An excellent classroom practitioner.
- An effective communicator and motivator of pupils.
- Ability to enable and empower others.

- A team player with the ability to establish good working relationships with staff, pupils and parents.
- Ability to communicate clearly and concisely.
- Passion for Science.

### **Personal Qualities**

- Ability to demonstrate high standards and expectations.
- Ability to have the vision to plan the ahead and to deliver.
- A capacity for hard work and using own initiative.
- A fair, flexible, open and decisive approach to leadership in the classroom.
- Efficient manager and administrator.
- Enthusiasm for and readiness to accept change.
- Belief in justice, equality of opportunity and comprehensive education.
- Good ICT skills.
- Ability to take responsibility for planning own workload and commitments.
- Ability to work under pressure and keep to deadlines.
- Ability to be sensitive to the needs of others.
- Ability to be supportive.
- Professionalism.
- A sense of humour, warmth, energy, stamina and resilience.
- Good record of attendance and punctuality.
- Willingness to reflect upon own experiences in a critical and constructive manner.