



Hamstead Hall Academy Trust

JOB DESCRIPTION

NAME:

SALARY: TLR 1(c)

JOB TITLE: Head of Department (Science)

START DATE: 1 September 2021

CORE PURPOSE:

To support staff and students to be the best that they can and work towards an environment where:

- All students make at least good progress.
- Teaching is consistently good or outstanding.

JOB PURPOSE:

- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To monitor student progress in all its aspects within the subject area
- To lead on the development and monitoring of Teaching and Learning in all its aspects across the department.
- To develop and enhance the teaching practice of others and nurture a culture where good practice is regularly shared.
- To be accountable for the performance of all staff within the department and take appropriate action to support and effect improvement.
- To ensure an appropriately broad, balanced, relevant and differentiated curriculum for all students studying in the department, in accordance with the aims of the academy and the curricular policies determined by the Directors, Governing Body and Executive Principal of the Academy.
- To lead, manage and develop the subject/curriculum area in all its aspects.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum.

MAIN (CORE) DUTIES:

Operational/ Strategic Planning

- To be qualified to work with children and to have undertaken relevant DBS, Health and Right to work in UK checks.
- To demonstrate an ambitious vision for the department with high standards for quality and performance.
- To be accountable for leading the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- To be accountable for the day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.
- To be accountable for monitoring and following up student progress

- To implement Academy Policies and Procedures, e.g. Safeguarding, Equal Opportunities, H&S etc
- To work with colleagues to formulate aims, objectives and strategic plans for the department (Team Development Plan), which have coherence and relevance to the needs of students and the priorities, as per the SIP
- To link with staff necessary to ensure that the work in the curriculum area fully reflects the Academy's distinctive ethos and mission.
- 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 and to liaise with the Deputy Head of School, responsible for Academy Health and Safety when required

Curriculum Development:

- To be accountable for leading curriculum development within the department that meets the needs of all pupils
- To be responsible for links between the department and the SEN department regarding teaching and learning strategies and differentiated SoW for pupils with SEN
- To ensure that:
 - 1) appropriate work, including homework is set and assessed in line with department and academy procedures
 - 2) suitable tasks, assessments and examinations are set and assessed as and when required
- 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 levels.
- To ensure that teaching enables pupils to develop skills in reading, writing, communication and mathematics.
- To ensure the department is equipped to deliver high quality remote learning when required
- To ensure all members of the department are uploading work on the agreed home learning platform that students can access at home

Recruitment/ Deployment of Staff:

- To work with the Deputy Head of School – CPD to ensure that staff development needs are identified, through Appraisal reviews and targets, and appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the Department's technicians/support staff where applicable.
- To undertake Appraisals/Appraisal Review(s) of colleagues within the department.
- To be responsible for ensuring that suitable work is set for classes when colleagues in the department are absent
- To participate in the shortlisting and 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 school's ITT programme, where applicable
- To be responsible for the day-to-day management of staff within the department and act as a positive role model.

Quality Assurance:

- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles within the department.
- To monitor and evaluate the quality of teaching and learning across the department through, lesson observations, book scrutiny's, results evaluation reports surveys/questionnaires....., in line with academy monitoring procedures
- To ensure staff within the department mark and assess pupils' work regularly and provide detailed and accurate feedback in line with the academy's marking policy.
- To take appropriate action to effect improvement as a result of internal and external monitoring processes.
- Provide regular reports to SLT and / or Governors and Directors that evaluate pupil achievement and provide appropriate action points.
- To monitor and evaluate the curriculum area/department in line with agreed academy procedures.
- To monitor the quality of work uploaded on the home learning platform to ensure it is of high quality and meets the needs of the students
- To monitor, evaluate and hold to account the performance of the whole department including other post holders.
- To ensure that the Department's monitoring/quality assurance procedures form part of the academy self-evaluation procedures
- To be involved in the academy programme of internal/external departmental reviews and to produce action plans for future development.

Management Information:

- To ensure the maintenance of accurate and up-to-date pupil data.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from pupil data
- To oversee the production of pupil reports within the department
- To produce reports on examination performance, including the use of value-added data.
- In conjunction with the Assistant Head of School (Curriculum), to manage the Department's collection of data and to produce the annual departmental results analysis in line with academy procedures.

Communications:

- To ensure that all members of the department are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To ensure all deadlines are met for reporting to parents/carers
- To liaise with partner schools (including feeder primaries), Higher Education Institutions, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- To be responsible for liaison with the Examination Officer for internal/external examinations and entries
- To be fully involved in the consultation process by:
 - 1) Chairing department meetings
 - 2) Attending Curriculum Leaders Meetings
 - 3) Attend SLT and governors' meetings when invited
 - 4) Attending any other scheduled meetings as part of the Annual meetings calendar including PSHE, Twi-lights,

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 schools and the community, with attendance at Open Evenings, Awards Evenings and other academy events as and when required.
- To actively promote the development of effective subject links with external agencies.

Pastoral System:

- To be accountable for monitoring and supporting the overall progress and development of students within the department.
- To put in place appropriate action plans to address underachievement of individual students and groups of students. E.g. Disadvantaged pupils, More Able pupils.....
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To be responsible for Department sanctions for pupils who fail to adhere to standards set.
- To liaise with the relevant HoY in action taken by the department regarding individual pupils
- All Heads of Department will be responsible for maintaining high standards of pupil behaviour in the department at all times.
- To engage with parents and carers to support pupil's achievement and behaviour for learning in line with academy policies.

Form Tutor:

- To be a form tutor and to carry out the duties of a form tutor in all its aspects in line with academy procedures.

General:

- A teacher on MPR shall meet the Teachers' Standards (DfE 2012)
- A teacher on the upper pay scale shall meet the Teachers' Standards (DfE 2012) and performance threshold standards as specified in the Teachers' Pay and Conditions Document.
- To adhere to the Academy Trust's: Code of Conduct for all staff, Safeguarding procedures and the Health and Safety Policy

Other specific duties particular to the post of Head of: Science

- To be responsible for all science disciplines across all key stages including: Biology, Chemistry, Physics & BTEC Sciences

Line Manager:

Heads of department will be responsible to the member of the SLT with responsibility for Science and through him/her the Executive Principal.

Review:

This job description may be subject to review and change to accommodate the changing needs of the Academy, after consultation, at the request of Executive Principal, Line Manager or postholder.

Signed _____ Postholder

_____ Executive Principal

_____ Date

Hamstead Hall Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful candidates.

March 2021