

Job Title:	Head of Science
Contract Information:	Permanent
Responsible to:	Assistant Headteacher
Responsible for:	Science Department
Terms & Conditions:	The current conditions of employment of schoolteachers as laid down by the Department for Education will apply.
Salary Range:	Main Pay Scale / Upper Pay Scale (Dependant on Experience) plus TLR 1.2 £13,220

Background & Vision:

Our vision for 'world class' education is one in which all students:

- Make outstanding progress in their learning, regardless of ability, gender, social background, or ethnic origin.
- Are engaged in a curriculum suffused with memorable experiences and rich in opportunities for learning.
- Learn, with teachers, in an environment which is mutually respectful and promotes a shared enjoyment of learning.
- Develop social attitudes and behaviours founded upon the values of respect, responsibility, and resilience.
- Develop the transferable skills and attitudes necessary to thrive in the global economy of the 21st Century.

Values:

Our values are at the heart of what we do.

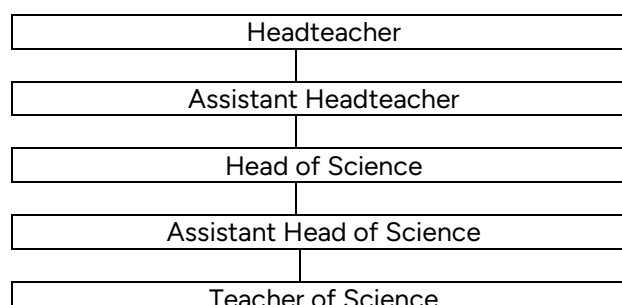
We believe that everyone excels everyday here at Hollingworth Academy. This ethos is built on our core values of **RESPECT, RESPONSIBILITY** and **RESILIENCE** and these values are at the heart of everything we do.

In order for every child at Hollingworth to be supported and challenged to make outstanding progress academically we need to build resilience in them to keep moving forward and take responsibility for their learning. We want considerate and confident young adults who are respected within their community, capable of successfully entering further education, employment, and training. We will always have the highest expectations for all of our students, as their success is our success.

Purpose of the Job:

To lead the department, teach students within the academy and to carry out such other associated duties as are reasonable and assigned by the Headteacher. Continue in the development of appropriate syllabi, materials and schemes of work if required.

Organisational Chart



Control of Resources

Personnel: **None**
Financial: **None**

Health & Safety:

The postholder is responsible for their own health, safety and welfare and that of others within their care, in accordance with the academy's policy and the Health and Safety at Work Act, 1974.

Training and Development:

The postholder will be responsible for assisting in the identification of and undertaking their own training and development requirements, in accordance with the performance management framework.

Equipment/Materials:

- To be responsible for the safe use and maintenance of equipment/materials used by the postholder.
- To adhere to rules and regulations relating to the use of ICT, Email, and internet/intranet access.
- The operation of general office equipment, ICT systems and the orderly storage of stationery and office supplies.

Relationships (internal and external):

Internal:

1. Teaching and support staff within the academy.
2. Users of the academy.
3. Voluntary helpers.
4. Students.

External:

1. Parents/Carers.
2. Visitors and stakeholders.

Key Duties and Responsibilities:

The main duties of the post will include:

- To lead and manage Science at both Key Stage 3 and 4.
- To be responsible for all attainment in Science at Key Stage 3 and 4.
- To develop the curriculum provision in Science.
- Responsibility for the Departmental Quality Assurance programme (DQA) in Science.
- To lead, manage and develop the Science team.

These duties will require you to:

- Be an excellent classroom practitioner who can teach a variety of classes across the ability range and key stages, ranging from Key Stage 3 to GCSE level.
- Review the intent, implementation, and impact of the Science Curriculum.
- Develop learning and teaching in Science.
- To develop and review the syllabus, resources, marking and assessment policies and teaching and learning strategies in the department.
- To have direct responsibility for results at Key Stage 4 for Science Combined Science and Triple Science.
- In conjunction with the Examinations Officer, ensure all information is completed accurately for Examination Entries in Science.
- Use data effectively in order to set and monitor targets for individual students and implement appropriate intervention strategies, such as support and revision lessons in Science in order to raise standards of student attainment and achievement.
- Evaluate the teaching of Science and use the analysis to identify effective practice and areas for improvement and take action to improve further the quality of teaching in the department.
- Record and analyse national, local, and academy data and report results to the Senior Leadership Team (your SLT link), plus research and inspect evidence to inform policies, practices, expectations, targets and teaching methods.
- Lead, monitor, and evaluate teaching and learning in Science.

- To develop challenging materials for all students, including higher prior attaining students. To be responsible for higher ability students' progress and ensure challenging targets are met or exceeded.
- Ensure Science work is set for absent colleagues.
- To be responsible for analysing summative data to help inform medium- and long-term planning.
- To be responsible for publishing the findings of data analysis in a way that is accessible and useful.
- To be responsible for leading subject team meetings. To ensure the effective administration of those meetings, ensuring the team are clear on the agenda items and actions from the meetings. Ensuring all official documentation is efficiently distributed to parties concerned, and that relevant documents are stored on the department's area on the academy system.

Other Accountabilities

- Support the development of the subject.
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated Science curriculum for all students studying within the department, in accordance with the aims of the academy and the curricular policies determined by the Governing Body.
- Be responsible for the formulation of department's policy, aims and objectives which relate to National Curriculum requirements and the academy's curriculum and equal opportunities policies.
- Actively participate in promoting and implementing the relevant sections of the Science Departmental Action.
- Plan and ensure that the team is clear about action to be taken, timescales and criteria for success.
- Develop opportunities for the delivery of Science which clearly promotes engagement of the subject.

Teaching and Learning

- Monitor the progress made towards the Science Department Action Plan, evaluate the effects on teaching and learning, and use this analysis to guide further improvements.
- Develop the use of data to inform learning to enhance the planning of lessons and homework.
- Secure and sustain effective teaching of the subject for self and others, evaluate the quality of teaching and standards of students' achievements and set targets for improvement.
- Monitor curriculum coverage, continuity, and progression for all students, including those of high ability and those with special educational or linguistic needs.
- Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different students in Science.
- Lead the monitoring and evaluation of teaching and learning in Science.
- To ensure the department's assessment and homework policies conform to academy policies.
- To establish and implement clear policies and practices for assessment for learning, assessment of learning, recording and reporting on student achievement, and for using this information to recognise achievement and to assist students in setting targets for further improvements.
- Ensure effective development of students' individual and collaborative study skills necessary for them to become increasingly independent in their work.

Leading and Managing Staff

- Ensure that the Headteacher, Senior Leadership Team and Governors are informed about Science developments and activities.
- Lead the Science team to engage, inspire and motivate students to maximise their enjoyment of, and progress in Science.
- Lead and develop the TLR holders.
- To act as first point of reference with regards to behaviour management of students and liaise with pastoral staff as and when necessary.
- To ensure effective development of students' literacy, numeracy, ICT, personal learning and thinking skills.
- To ensure the effective development of students' literacy, numeracy and key transferable skills, including critical thinking, problem-solving, and collaboration.
- Assist with in-service training and support the professional development of colleagues, in order to lead, develop and enhance the teaching skills of the department.
- Manage the Science Technician team.

Efficient And Effective Deployment of Staff and Resources.

- Access appropriate resources for Science to ensure that they are used effectively, efficiently, and safely.
- Effectively deploy LPAs.

- Support the effective and efficient management and organisation of learning resources, including information and communications technology.
- In conjunction with members of the SLT, deploy staff to ensure delivery of workshops and enrichment opportunities.

General Responsibilities:

- The postholder must perform their duties in accordance with the academy’s Equal Opportunities Policy; be aware of, support and ensure equal opportunities for all; and have due regard to the Public Sector Equality Duty.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- To contribute to the academy ethos, values, aims and development/improvement plan.
- To attend meetings within the Trust, at its academies and external events, as required.
- To participate in training and other learning activities and performance development as required.
- To maintain confidentiality always in respect of academy-related matters and to prevent disclosure of confidential and sensitive information.
- To work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children’s welfare at all times, reporting any concerns to the Designated Safeguarding Lead immediately.
- To carry out their duties with due regard to current and future academy/Trust policies, procedures, and relevant legislation. These will be drawn to the postholder’s attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

Hollingworth Academy expects employees to work flexibly within the framework of the duties and responsibilities above. This means that the postholder may be expected to carry out work that is not specified in the job profile, but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

This job description will be reviewed to reflect the plans, growth and development of the academy.

Information for all applicants / postholders:

Hollingworth Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education. All appointments are subject to Safer Recruitment practices.

We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation, or religion.

Signed	Postholder	Date
Signed	Line Manager	Date