



Job title: Head of Science

Salary: TLR 1B

Contract type: Full Time

Reporting to: Headteacher

Main purpose

The Head of Department will take responsibility for providing leadership and management in Science to secure:

- High quality teaching
- Effective use of resources
- Improved standards of learning, achievement and progress for all students

Duties and responsibilities

Strategic direction

- Develop and implement policies and practices for Science which reflect the Academy's commitment to high achievement, effective teaching and learning
- Create a climate enabling staff to develop and maintain positive attitudes towards the subject
- Establish a clear, understanding of the importance of Science in contributing to pupils' development, and in preparing them for the opportunities, responsibilities and experiences of adult life
- Use data effectively to identify pupils who are underachieving in the subject, and create and implement effective plans to support those pupils.
- Analyse and interpret relevant national, local and Academy data, as well as research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods
- With the involvement of relevant staff, establish short, medium and long term plans for the development and resourcing of the subject
- Monitor the progress made towards achieving targets, evaluate the effectiveness of teaching and learning, and use this analysis to guide further improvement
- Work alongside members of the Senior Leadership team to implement a fluid program of intervention in order to maximise student progress

Teaching and learning

- Ensure curriculum coverage, continuity and progression in the subject for all pupils, including specific groups
- Make sure that teachers are clear about the sequence of teaching and learning in Science, and communicate such information to pupils

- Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different pupils
- Ensure effective development of pupils' literacy, numeracy and IT skills through Science.
- Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement, and using this information to recognise achievement and secure good progress
- Set expectations and targets for staff and pupils in relation to standards of pupil achievement and the quality of teaching
- Evaluate the teaching of Science in the Academy, use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching
- Ensure effective development of pupils' individual and collaborative study skills
- Work to establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about curriculum, attainment, progress and targets
- Develop effective links with the local community, including business and industry, in order to extend the curriculum, enhance teaching and to develop pupils' wider understanding

Leading and managing staff

- Help staff to achieve constructive working relationships with stakeholders
- Establish clear expectations and constructive working relationships among staff, including through team working and support; devolving responsibilities and delegating tasks, as appropriate
- Appraise staff as required by the Academy policy and use the process to develop the personal and professional effectiveness of the appraisee(s)
- Audit the training needs of subject staff and work alongside senior leaders to address these needs.
- Make sure that trainee and Early Careers Teachers are appropriately trained, monitored, supported and assessed
- Enable teachers to achieve expertise in their subject teaching
- Work with the SENCO and any other staff, to make sure that education, health and care plans are used to set subject-specific targets and match work well to pupils' needs.
- Make sure that the headteacher, senior leaders and governors are well informed about subject policies, plans and priorities, the success in meeting objectives and targets, and subject-related professional development plans

Efficient and effective deployment of staff and resources

- Establish resource needs for the subject and advise the headteacher and senior leaders of likely priorities for expenditure; allocate available subject resources with maximum efficiency to meet the objectives of the Academy and department and to achieve value for money
- Deploy, or advise the headteacher on the deployment of staff involved in the subject to make sure the best use of subject, technical and other expertise
- Ensure the effective and efficient management and organisation of learning resources, including ICT
- Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the Academy.
- Make sure that there is a safe working and learning environment in which risks are properly assessed

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Head of Science will carry out. The postholder may be required to undertake other duties appropriate to the level of the role.