

## Post Description - Head of Science

<b>Post Title:</b>	Head of Science	<b>Post Holder</b>	
<b>Learning Community:</b>	Science Department	<b>Reporting to:</b>	Headteacher
<b>Post Type:</b>	Permanent/Full time	<b>Salary/Grade:</b>	MPS/UPS TLR
<b>Safer Recruitment Statement</b>			
We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).			
<b>Every member of staff is required to:</b>			
<ul style="list-style-type: none"> <li>• Work towards and promote the vision of the school</li> <li>• Support and contribute to the achievement of the School Development Plan</li> <li>• Support and contribute to the schools responsibility for safeguarding students</li> <li>• Undertake professional development activities to enhance personal development and post performance</li> <li>• To maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff</li> </ul>			
<b>All teaching staff are required to:</b>			
Maintain the published Teacher Standards, including: <ul style="list-style-type: none"> <li>• Set high expectations which inspire, motivate and challenge pupils.</li> <li>• Promote good progress and outcomes by pupils</li> <li>• Demonstrate good subject and curriculum knowledge</li> <li>• Plan and teach well-structured lessons</li> <li>• Adapt teaching to respond to the strengths and needs of all pupils</li> <li>• Make accurate and productive use of assessment</li> <li>• Manage behavior effectively to ensure a good and safe learning environment</li> <li>• Fulfill wider professional responsibilities</li> </ul>			
<b>PERSONAL AND PROFESSIONAL CONDUCT</b>			
<p>A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behavior and attitudes which set the required standard for conduct throughout a teacher's career.</p> <p>Teacher uphold public trust in the profession and maintain high standards of ethics and behavior, within and outside school by:</p> <ul style="list-style-type: none"> <li>• treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position</li> <li>• having regard for the need to safeguard pupils "well being, in accordance with statutory provisions</li> <li>• showing tolerance of and respect for the rights of others</li> <li>• not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs</li> <li>• ensuring that personal beliefs are not expressed in ways which exploit pupils</li> <li>• teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality</li> <li>• teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.</li> </ul>			
<b>Role and Responsibilities:</b>			
<b>A. In contributing to leadership as a member of the Middle Leadership Team you should:</b> <ul style="list-style-type: none"> <li>• <b>Leadership Behaviors</b> Demonstrate professional behaviors appropriate to being a Middle Leader. This includes sustained support and promotion of the school's philosophy, culture and ethos.</li> <li>• <b>Vision</b> Within the context of the overall vision formulates and articulates your innovative vision for the development of those areas of responsibility that is within your remit.</li> <li>• <b>Direction</b> Provide a sense of purpose and direction for the team; be optimistic and promote a 'can do'</li> </ul>			

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attitude with both staff (including associate staff) and students.

- **Continuous Improvement** Keep abreast of educational research and developments
- **Policy** Contribute to the development of whole school policies, implement policies and ensure that the policies within your team are clearly aligned, implemented and regularly reviewed.
- **Self-Evaluation and Improvement Planning** Provide leadership and direction for your team in the procedures and processes of self-evaluation and improvement planning.
- **Professional Development** Ensure that all staff engaged in performance management/Line Managers in delivering or supporting areas of learning are fully trained and equipped for the purpose.
- **Performance Management** Monitor, analyse, evaluate and report upon the effectiveness and performance of your team This includes:
  - Implement the Performance Management and Professional Development policy and processes within your team
- **Appointment of Staff** As appropriate participate in the appointment and professional development of staff within your department

### **B. In respect of the Learning Environment you should:**

- **Display** Manage the effective display of student work, artefacts and commercial materials to create a visually stimulating and informative learning environment.
- **Fabric and Furniture** Manage the use of learning and work spaces, adjacent spaces and stairwells to ensure that they are safe, attractive, clean, tidy and well maintained.

### **C. Accountability**

- In the first instance you are accountable to the Deputy Head for the above role and for any additional specified responsibilities.
- It is envisaged that over time, there may be an opportunity to gain further experience in a range of whole school leadership and management roles. Clearly, these opportunities will be based upon future plans, intentions and priorities and the external demands placed upon us along with individual capacity and the performance of existing roles and responsibilities.

### **A. Strategic Leadership**

- To be accountable for strategically leading, managing, improving and developing all areas of the Science Department.
- **Create an annual departmental development plan for Science in order:**
  - To develop and enhance the teaching practice of others, in Science and across other subjects, through developing up to date and innovative practice and pedagogy.
  - To ensure the provision of an appropriately broad, balanced, innovative, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by governors and government.
  - To ensure that Science contributes to whole literacy and numeracy within department development.
  - To develop a curriculum for Science that will develop skills, knowledge and understanding in all curricular areas within Science.
  - To raise standards of student attainment and achievement within Science and to monitor, evaluate and support student progress.
  - Use national, local and school management data to monitor standards of achievement across the school in Science.
  - Monitor the progress made targets achieving targets and use this information to inform future developments

### **B. Strategic Management**

- To be accountable for student progress and development within Science.
- To effectively manage and deploy teaching/support staff, financial and physical resources within Science.
- To take responsibility for meeting improvement targets in accordance with National benchmarks.
- To ensure that Health & Safety policies and practices, including Risk Assessments, throughout the

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Science Department are in line with national requirements and are updated where necessary, therefore liaising with the Health & Safety Manager.

- To ensure the maintenance of accurate and up-to-date information concerning Science on the MIS.
- To ensure the Behaviour for Learning system is fully implemented in Science so that effective learning can take place.
- To use the outcomes of quality assurance to further improve provision in Science.

### **C. Teaching and Learning**

- To undertake an appropriate programme of teaching and to coach and/or model good practice with others in the Science Department and, if requested, in other curriculum areas
- Ensure continuity and progression in the area by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and setting clear learning objectives through an agreed learning scheme;
- Evaluate the teaching in the area by the monitoring of teachers' plans and through work analysis, identify effective practice and areas for improvement, and take appropriate action to improve further the quality of teaching.
- To research the best practice and lead all staff in CPD which enhances outcomes for pupils
- To be accountable for the standards of teaching and learning and pupils progress in Science and literacy across the school

### **D. Strategic direction and development**

- Develop and implement policies and practices which reflect the school's commitment to high achievement through effective teaching and learning;
- Develop plans for the area which identify clear targets, timescales and success criteria for its development and/or maintenance in line with the School Development plan
- Monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes.

### **E. Leading and managing staff**

- Enable all teachers to achieve expertise in planning for and teaching in the area through example, support and by leading or providing high quality professional development opportunities;
- Provide clear feedback, good support and sound advice to others;
- Help others to evaluate the impact of their teaching on raising students' achievement;
- Ensure that the staff are well informed about policies, plans, priorities and targets for the area and that these are properly incorporated into the school development plan.
- Lead, organise and oversee classroom literacy programmes.
- Work with teachers to plan, monitor and resource and the implementation of literacy programmes

### **General points:**

- The school will endeavour to make any necessary reasonable adjustments to the post and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.
- This post description is current at the date shown below, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and post title.
- This post description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it shall be construed.
- The above responsibilities are subject to the general duties and responsibilities contained in the STPCD.

<b>Postholder:</b>		<b>Date:</b>	
<b>Headteacher:</b>		<b>Date:</b>	
<b>Last updated:</b>	<b>March 2023</b>		