



HEAD OF SCIENCE JOB DESCRIPTION

Job Title:	Head of Science
Location:	Mid Essex Co-operative Academy
Grade / Allowances:	Teacher Pay Scale MPS 1-6 Upper Pay Scale UPS 1-3 SEN-2 allowance plus TLR2b

SUMMARY OF MAIN DUTIES / RESPONSIBILITIES

To carry out the functions of a teacher in accordance with the Teacher Standards and the stated aims and objectives of Mid Essex Co-operative Academy (MECA) and Keys Co-operative Academy Trust (KCAT).

The post holder will lead the Science Department, ensuring the teaching and learning in Science is of a consistently high quality, resulting in high levels of attainment and progress for students at all stages and levels of ability. The post holder will provide the staff they manage and lead with clear direction and support, resulting in a high performing team, whilst also working collaboratively as a member of the extended leadership team across the school.

KEY ACCOUNTABILITIES

- Agree and support the achievement of student progress targets in Science, making a measurable contribution to whole school targets.
- Support, facilitate and monitor the progress of Science, providing staff with the appropriate direction, guidance, support and development opportunities to enable them to successfully achieve their individual and team objectives.
- Line manage staff, including recruitment, deployment, development and performance management, alongside providing the team with a clear vision and expectations. Ensure appropriate efforts are made to recruit and retain high quality talented staff.
- Provide regular feedback for subject teachers, recognising good practice and high levels of performance and achievement, supporting progress against objectives resulting in a tangible impact in student learning across the subject.
- Hold self and others to account in the delivery of individual and departmental objectives.
- Review and report annually on the standards of leadership, teaching and learning in Science in line with school policies, procedures, protocols and timeframes.
- Work creatively and innovatively, encouraging others to do the same and share good practice, research, new methods and approaches to ensure the Department continually learns and develops with the aim of continuous improvement and improved student experience, progress and outcomes.
- Assist with the formulation, communication of monitoring of the school development plan through consultation with staff. Ensure that staff understand the key objectives and the part they play in achieving them.
- Consciously model the standards, values, expectations and ethos of the school, ensuring staff are aware of the vision and values and that they become part of day to day activities.



- Participate in whole school planning and policy making cycles, including the development, execution and reviews of activities.
- Attend meetings and school events relevant to the role and the portfolio the post holder is responsible for.
- Have a shared responsibility for staff support in relation to matters of student discipline and behaviour and participate in and support staff in undertaking daily duties.
- Promote the skills of reading across the curriculum and reading for pleasure in Science and support the Reading leader in driving this strategy within Science.
- This job role sits alongside the requirement for staff to abide by all school policies and relevant national and local requirements including terms and conditions and national standards. This job profile is not exhaustive and the post holder may be required to undertake other duties as necessary and appropriate.
- To undertake training either to improve professional skills and expertise or contribute to whole school development.
- To undertake the role of personal tutor for a small group of students
- Any other duties commensurate to the level of the post that may be allocated by the Headteacher after consultation with the post holder.
- Required to be mobile throughout Mid Essex and therefore a valid driving licence and use of car is required with appropriate insurance, unless the role can be undertaken effectively by alternative transport arrangements.

KNOWLEDGE, SKILLS AND EXPERIENCE

- Q.T.S. (Qualified Teacher Status)
- Relevant and significant experience of working with vulnerable and challenging learners;
- Further training or a qualification relating to SEN;
- An understanding and knowledge of the law, policies and procedures relative to vulnerable learners;
- Up to date knowledge in the field of improving behaviour and attendance through quality first teaching and learning.
- Knowledge of motivational teaching, which engages vulnerable learners. .
- Demonstrate high quality learning experiences for all learners,
- Competent in the field of the use of ICT.
- Demonstrate a reflective approach towards everyday practice,
- Have experience of working within an holistic assessment framework.
- Have experience of working in a multi agency environment.
- Be committed to working proactively with parents, carers and the under community to support the learning process.
- Demonstrate a clear focus on achieving improved education outcomes and experience of evaluating work with vulnerable learners.
- Demonstrable commitment to the vision, values and strategy of Keys Co-operative Academy Trust for improving outcomes for vulnerable groups.
- Participate in Performance Management and staff development.
- Able to reflect on their practice and follow agreed policy guidelines.



- Able to form, develop and maintain effective working relationships and communicate effectively.
- High level people skills which include the ability to motivate, inspire, and .enable pupils to achieve their potential

SAFEGUARDING

Keys Co-operative Academy Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all employees and volunteers to share this commitment.

Keys Co-operative Academy Trust is committed to ensuring all recruitment is undertaken fairly, effectively, safely and in accordance with legislation. The information below provides pre-employment screening guidance for candidates applying to this job at Keys Co-operative Academy Trust.

Pre-Employment Checks appropriate to this Job Profile

- Identity
- Medical Screening
- References
- Qualifications
- Prohibition from Teaching
- Self Disclosure
- Enhanced DBS Check
- DBS Barred List Check
- Keys Co-operative Academy Trust LADO Safeguarding Checks
- Right to work in the UK
- Individuals who have lived outside the UK
- Childcare disqualification check
- Section 128 Check



PERSON SPECIFICATION

Category	Essential	Desirable
Qualifications	QTS	Evidence of further study
Experience	<p>NQT obtained in mainstream or a special school setting</p> <p>Up to date knowledge of child protection procedures</p> <p>Experience of parental liaison</p> <p>Experience of meeting the needs of students with challenging behaviour</p>	<p>An experienced teacher</p> <p>Pastoral experience in mainstream or special school</p> <p>Experience of managing difficult or challenging behaviour through a variety of strategies</p> <p>Knowledge and understanding of partnership working within the community</p>
Professional Development	Evidence of continuing professional development	<p>Experience of working with other schools/organisations/agencies</p> <p>Ability to identify own learning needs and to support others in identifying their learning needs</p>
Leadership	<p>Ability to analyse data, set targets and monitor/evaluate progress towards these</p> <p>Understanding of and commitment to promoting and safeguarding the welfare of students</p>	<p>Evidence of successful strategies for planning implementing, monitoring and evaluating classroom practice</p> <p>Management qualification</p> <p>Leadership qualification</p> <p>Knowledge of what constitutes quality in education provision, and strategies for raising standards and achievement of all students</p>
Teaching and Learning	<p>A secure understanding of the requirements of the National Curriculum</p> <p>Relates well to children understanding their individual needs</p> <p>An understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management</p>	<p>Understanding of successful teaching and learning in education across the key stages</p> <p>Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all students</p> <p>An understanding of assessment strategies and the use of assessment to inform the next stages of learning</p>



	<p>Evidence of consistently high quality teaching and learning</p> <p>Able to liaise with a range of professionals and parents</p>	<p>A knowledge of statutory requirements relating to the curriculum and assessment</p> <p>Sensitive to individual needs of the pupil</p>
Category	Essential	Desirable
Leading and Managing Staff	<p>Ability to delegate work and support colleagues in undertaking responsibilities</p> <p>Analysing – Analyses numerical data</p> <p>Emotional intelligence</p> <p>Flexibility</p>	<p>Experience of working in staff teams</p> <p>Experience of supporting the continuing professional development of colleagues.</p>
Accountability	<p>Ability to communicate effectively orally and in writing to a range of audiences</p> <p>Ability to provide clear information and advice to staff and management committee</p>	<p>Experience of presenting reports</p> <p>Experience of offering support to improve performance</p>
Skills Qualities and Abilities	<p>High quality teaching skills</p> <p>Able to work independently and manage time effectively</p> <p>Able to work effectively in a team</p> <p>High expectations of students' learning and attainment</p> <p>Strong commitment to school improvement and raising achievement for all</p> <p>Ability to build and maintain good relationships</p> <p>Ability to organise work, prioritise tasks, make decisions and manage time effectively</p> <p>Ability to remain positive and enthusiastic when working under pressure</p>	<p>Evidence of motivating others</p>



TRUST VALUES

'Great things happen when people co-operate. Through learning we empower and inspire individuals, co-operatives and communities to use co-operative values and principles to build a fairer world'

✓ Self-help

We encourage all within the Trust to help each other, by working together to achieve shared goals

✓ Self-responsibility

We encourage all members of the Trust to accept responsibility for themselves and others

✓ Democracy

We give everyone a say in the way we run our Trust

✓ Equality

We ensure that everyone enjoys equal rights and benefits

✓ Equity

We will treat everyone fairly

✓ Solidarity

We are committed to supporting each other.

SCHOOL ETHICAL VALUES

✓ Social Responsibility

We encourage all within the Trust to help each other, by working together to achieve shared goals

✓ Honesty

We encourage all within the Trust to help each other, by working together to achieve shared goals

✓ Openness

We encourage all within the Trust to help each other, by working together to achieve shared goals

✓ Caring for Others

We encourage all within the Trust to help each other, by working together to achieve shared goals