



## Middlewich High School

**Postholder's name and subject(s)**      **Head of Science**

### **Job Description**

The appointment is subject to the current conditions of employment for class teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

This Job Description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

**JOB TITLE**    Head of Core Subject - Science

**JOB HOLDER REPORTS TO**    Headteacher

**BASIC JOB PURPOSE**    Leadership of the subject area  
Pupil progress beyond assigned groups  
Enhancing the teaching of others  
Line managing a significant number of staff

### **MAIN RESPONSIBILITIES**

\*        Specific responsibility for the organisation of all matters including SOW, assessment, reporting and monitoring relating to Key Stage 4 including GCSE.

#### **Leadership of the Subject area**

The post-holder provides a clear direction for the work and development of the subject area within the context of the overall activity of the school, promotes high standards through personal involvement and ensures that:

- \*        The subject area has explicit aims and values, including a commitment to good relationships and equality of opportunity for all, which are reflected in all its work
- \*        The subject area identifies appropriate priorities and targets, takes the necessary action, and reviews progress towards them
- \*        Staff use time, colleagues and other resources, especially information and communications technology, effectively to deliver the appropriate curriculum
- \*        Staff keep up to date with local and national developments affecting the subject area
- \*        Clear learning objects are set through an agreed scheme of work, regularly reviewed and developed in line with the school development plan and national curriculum requirements and subject specifications



- \* Pupils underachieving are identified and appropriate strategies are developed in liaison with Learning Co-ordinators and the SENDco
- \* Pupils who are gifted and talented are identified and appropriate strategies are developed in liaison with Learning Co-ordinators and the SENDco
- \* There is a rigorous monitoring, evaluation and development of teaching and learning and appropriate internal and external assessments of learning are made. External examination entries are made
- \* Education proprieties are supported through careful financial management
- \* Specific grants are used for designated purposes
- \* The accommodation allows the curriculum to be taught effectively
- \* Learning resources are adequate for the subject area's curriculum and the range of pupils, including gifted and talented pupils
- \* The best value principles of comparison, challenge, consultation and competition are applied in the subject area's management and use of resources
- \* The views of relevant stakeholders, including parents and pupils, are sought and used to evaluate and further develop the work of the subject area
- \* Parents are satisfied with what the subject area provides and achieves
- \* Parents are provided with good quality information about the subject area and particularly about pupils' progress
- \* Links with parents, including the use of home-school agreements, contribute to pupils' learning with the subject area and at home
- \* Effective links with the local community including business, industry, FE and HE are developed
- \* Data will be analysed to enable patterns of progression/underachievement to be identified and appropriate strategies developed to tackle issues

The post-holder will be expected to manage their own performance and development and show staff within the subject area to do the same by sharing a commitment to improvement and identify capacity to do so.

#### **Pupil Progress within and beyond Assigned Groups**

The post-holder will support the progress\* of a wide range of pupils, including those in groups taught by other teachers, by coaching and mentoring staff and directly supporting pupils so that pupils will:

- \* Acquire new knowledge or skills, develop ideas and increase their understanding of the subject
- \* Apply intellectual, physical and/or creative effort in their work
- \* Be productive and work at a good pace
- \* Show interest in their work and be able to sustain concentration and think and learn for themselves
- \* Understand what they are doing, how well they have done and how they can improve as part of self-assessment and school assessment for learning procedures

\*individual pupil progress within the subject area will be measured against targets which will be defined by the school using the same data (normally prior attainment), where possible, as the targets agreed by the Headteacher and Governors in consultation with the LA.



### **Enhancing the Teachers of Others**

The post-holder will enhance the teaching of others within the subject area by enabling colleagues to:

- \* Develop and improve subject knowledge and pedagogy
- \* Plan effectively, setting clear objectives that pupils understand
- \* Challenge and inspire pupils, expecting the most of them, so as to deepen their knowledge and understanding
- \* Develop and improve technical competence in teaching basic skills
- \* Use methods which enable all pupils to learn effectively
- \* Manage pupils well and insist on high standards of behaviour
- \* Use homework effectively to reinforce and/or extend what is learned in school
- \* Assess pupils' homework thoroughly and use assessments to help and encourage pupils to overcome difficulties

### **Line Managing a Significant Number of Staff**

The post holder will be responsible for line-managing a number of staff, both teaching and support staff, and this responsibility will include subject areas of both a professional nature and subject areas concerning conditions of service and employment.

The post-holder will ensure that:

- \* There is effective appraisal and performance management for staff in the subject area within the context of school policy
- \* There is good delegation to ensure the effective contribution of all staff to the work of the subject area
- \* The Headteacher is kept informed of the number, qualification and experience of teachers and support staff required to match the demands of the subject area and the curriculum it is required to deliver
- \* There is effective induction of staff new to the subject area and the subject area is, or has the potential to be an effective provider of initial teacher training
- \* The Headteacher is provided with relevant information concerning threshold applications

Another implication of line-managing staff is that the TLR holder will be responsible for monitoring teaching and learning and reporting upon staff:

- \* Attendance
- \* Punctuality
- \* Professional Performance
- \* Professional Development Needs



All these specific responsibilities will be undertaken within the context of:

The responsibilities of a schoolteacher as defined in the Conditions of Service;  
The expectation of standards for Threshold Teachers as defined by the DfE;  
The expectation of standards for Subject Leaders as defined by the DfE.

In addition to all these specific responsibilities the post-holder may be required to undertake any additional responsibility within the four TLR Criteria subject areas that might reasonably be deemed to be part of the job.

Notwithstanding the detail in this job description, in accordance with the school's/Council's Flexibility Policy the jobholder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the principal responsibilities of the job.