**CAMBORNE SCIENCE AND INTERNATIONAL ACADEMY**



**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Post Title:** | Head of Science at Nexus |
| Salary/Grade: | TLR 1A |
| Working Time: | Full-time as specified within the STPCD. |
| Reporting to: | Assistant Principal for Science |
| Purpose of the post | * To provide strong leadership in the delivery of science at Nexus, ensuring consistently excellent standards of teaching and learning. * To work with the Assistant Principal for Science to develop an innovative and progressive curriculum for science lessons at Nexus, which is supported by a vibrant programme of extracurricular and enrichment activities. * To ensure that all young people make at least expected progress, and that ambitious targets for student performance are met in all Key Stages. * To robustly performance manage all teachers and support staff in the Nexus Science team, and provide CPD to ensure staff are expertly supported in fulfilling their roles. |
| Managerial Responsibility for: | Science Teaching staff and other specified personnel in the faculty. |
| Accountability Key Performance Indicators: | * To ensure that all teaching is of a consistently excellent standard. * To meet aspirational targets for GCSE Science awards, in relation to Progress 8 and achievement at 4+, 5+, and 7+ * To deliver a vibrant, inspiring, and ambitious co-curricular programme for students * To ensure that science staff are able to deliver the intended curriculum effectively |
| Key Responsibilities | * Lead the successful delivery of the science curriculum at Nexus. * Inspire, enthuse, and support members of the team, delivering on the clear vision for success as outlined by the Assistant Principal for Science. * Working with the Assistant Principal for Science, develop and deliver an ambitious and challenging science curriculum for all students at Nexus, so that every young person makes progress in their learning. * Manage and carry out quality assurance processes in science at Nexus, to ensure the highest standards of teaching and learning are delivered. Act on the outcomes of these processes to deliver improvements as required. * Safeguard young people by ensuring that all aspects of health and safety are adhered to in lessons and preparation areas. * Keep up-to-date about subject development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate. * Work with the Assistant Principal for Science to undertake the department’s strategic planning and self-evaluation processes. * Provide regular reports on student performance based on internal assessment data as well as externally verified examination results and to plan effective interventions as appropriate. * Promote and lead on the delivery of all co-curricular activities in science at Nexus * Act as a role model to others, demonstrating high standards of professionalism in all aspects of leadership. * Co-ordinate the resources of the science department at Nexus, giving support and guidance to relevant staff. * Support the Assistant Principal for Science in delivering the highest standards of science education across CSIA and Nexus. * Complete all administrative tasks in a timely and accurate manner. * Ensure that appropriate arrangements are made for examination entries and statutory requirements. * Contribute to wider whole school policy making as appropriate. * Under the reasonable direction of the Principal, carry out the professional duties of an academy teacher as set out in the current School Teachers’ Pay and Conditions Document (STPCD) * Support the Academy development plan. |
| Teaching: | To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. |
| Operational/  Strategic Planning: | * The day-to-day management, control and operation of course provision within the science department at Nexus, including effective deployment of staff and physical resources. * To monitor and follow-up student progress within science at Nexus, and to assist with other curriculum areas within the faculty. * To assist in the implementation of academy Policies and Procedures, for example Equal Opportunities, Health and Safety. * To work with the Assistant Principal for Science to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of both the faculty and the academy. * Link with the other post holders in the faculty to ensure that the work within the curriculum area fully reflects both the faculty’s and academy's distinctive ethos and mission. |
| Staff Leadership: | * Adopt a strong, caring and flexible leadership style as to influence and motivate staff and students to achieve their objectives and those of the school. * Create an environment of open-mindedness, fairness and harmony so that all individuals can achieve their potential. * Implement the school performance management processes to provide a positive framework for staff development and achievement. * Ensure that all staff receive departmental induction and fully understand all relevant policies and their implementation. * Provide support to staff to enable them to effectively implement the policies of the School and Science Department. * Create an environment where there is visible acknowledgement that everyone’s contribution is valued. |
| Curriculum Development: | * To support curriculum development within the designated courses and to support curriculum development within the whole faculty. * To keep up to date with national developments in the subject area and teaching practice and methodology. |
| Quality Assurance: | * To ensure the effective operation of quality control systems. * To work towards the achievement of targets set for the faculty. * To help to establish common standards of practice within the department and develop the effectiveness of teaching and learning strategies within the faculty * To contribute to the academy procedures for lesson observation. * To implement academy quality procedures and to ensure adherence to those within the department/faculty. * To participate in the monitoring and evaluation of the curriculum area/department in line with agreed academy procedures including evaluation against quality standards and performance criteria. * To seek/implement modification and improvement where required within the relevant curriculum area. |
| Facilities | * Working with the Assistant Principal for Science and the Senior Science Technician, identify resource needs for delivery of science lessons, and contribute to the effective management and use of resources. * To lead on the implementation and delivery of requisitions for practical resources to support science lessons, and manage these processes at Nexus. * To ensure that resources are used at Nexus in accordance with faculty and school health and safety policies. * To assist the Assistant Principal for Science in ensuring that the subject’s teaching commitments are effectively and efficiently time-tabled and roomed. * To work with the science technician team to ensure that physical resources to deliver the curriculum are acquired and are maintained effectively. * Make sure that the laboratories are used in the most effective way to meet the needs of all students and of the curriculum. * Ensure that the interior and exterior of the laboratories are maintained to a high standard that reflects the ethos of the school and promotes learning. * Be aware of the need for security and of the importance of implementing health and safety policies |
| Pastoral System: | * To monitor and support the overall progress and development of students within the curriculum area at Nexus. * To help to monitor student attendance together with students’ progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. * To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description. * To contribute to PSHE/Citizenship according to the academy policy. * To assist in the implementation of the Behaviour Management system in the Department/Faculty so that effective learning can take place. |
| Additional Duties: | * To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. * To undertake any other duty as specified by STPCB not mentioned in the above. |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. | |
| Signatures:  The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.  This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.  Signed: …………………………………... Signed: …………………………………  (Teacher) (Principal)  Dated: …………………………………… Dated: ………………………………….  (Teacher) (Principal) | |