



JOB DESCRIPTION

Post Title:	HEAD OF SCIENCE
Purpose:	<ul style="list-style-type: none"> To lead the improvement of teaching quality and learning outcomes, inspiring, and enthusing the team of teachers within the faculty. To embed and deliver an ambitious, broad, and balanced KS3-5 Science curriculum To develop a strategy for the continuous improvement of provision and outcomes within the faculty by contributing to the annual Faculty Improvement Plan.
Reporting to:	SLT Link
Liaising with:	Principal/ Vice Principal/ support staff /United Learning representatives and external agencies and parents/carers
Salary/Grade:	Main Scale United Learning equivalent, Dependent on experience with TLR 1
Disclosure level	Enhanced
MAIN (CORE) DUTIES	
Raising Standards	<ul style="list-style-type: none"> To use prior & current assessment data to raise students' attainment in the Faculty across KS3,4 and 5. To make secure judgements about the standards of students' attainment, rate of progress and personal development, based on evidence. To compare the performance of different groups of students in assessments with prior attainment information; other subjects and previous cohorts, considering academy, local and national expectations. To implement effective action plan (s) that raise standards across Key Stages with a focus on SEND/ PPG and more able students. To develop and implement deep dive cycles to better understand strengths and needs of the science faculty.
Developing Teaching and learning	<ul style="list-style-type: none"> To ensure the science curriculum intent is implemented effectively across all key stages with all staff and with all groups of students. To develop all teachers so that teaching is effective at altering long term memory. Rosenshine Principles of Instructions used to secure high quality learning outcomes for all students. To promote regular debate and discussion about the quality of teaching and learning and expectations for students' achievements, encouraging the sharing and dissemination of good practice within the faculty. To plan and deliver high quality CPD for all faculty members. To deliver a high-quality curriculum master class series. To ensure that regular and planned assessment opportunities are built into Schemes of Work, and that they support improved learning and progress. To ensure all faculty members can articulate the science curriculum intent. To ensure that Schemes of Work are in place for every Key Stage course that is taught and to ensure that they
Leading Curriculum Development	<ul style="list-style-type: none"> To liaise with the SLT link to ensure the design and delivery of an appropriate high-quality curriculum programmes. The curriculum To keep up to date with national & United Learning developments in the subject area, and with teaching practice and methodology. To actively monitor and respond to curriculum development and initiatives at national, regional, and local levels. To facilitate regular informal and formal assessment of student progress within the faculty, including tests and internal examinations. This will include setting of regular assessed tasks, the setting of examination questions, arrangements for any examinations and the marking of examinations and recording of results (in accordance with the United Learning assessment calendar)



Developing staff	<ul style="list-style-type: none">• To use a range of strategies to develop all staff in the faculty (teaching and support). These will include lesson visits, book scrutiny, student panels and deep dive events.• To respond to feedback from other leaders to adapt and nuance approach to bring about the best possible outcomes for pupils and staff.• To undertake Performance Management Review(s) where allocated and to act as team leader for staff within the faculty.• Managing effective academic induction for staff.• Managing staff performance.• To work with the SLT Link to promote teamwork and to motivate staff to ensure effective working relations.
Quality Assurance	<ul style="list-style-type: none">• To demonstrate a high standard in classroom practice.• To monitor the performance of students within the faculty; to carry out an annual self-review and evaluation, including an analysis of examination and assessment results.• To contribute to the Faculty Improvement Plan in response to this self-review and evaluation.• To work towards implementing the FIP and meeting the targets set within it.• To establish common standards of practice within the faculty and develop the effectiveness of teaching strategies.• To contribute to the Academy procedures for developing and supporting all staff.• Ensuring all examination records and entries are accurate and timely.
Management Responsibility	<ul style="list-style-type: none">• To ensure the maintenance of accurate and up-to-date information concerning the faculty, including information on the management information system.• To evaluate and make use of performance data provided to improve the quality of teaching and learning.• To identify and take appropriate action on issues arising from data, systems, and reports; setting deadlines where necessary and reviewing progress on the action taken.• To produce reports within the quality assurance cycle within the faculty.• To produce reports on student progress and performance, including the use of value-added data.• To ensure effective induction for new staff and support for trainees.• To support and supervise support staff based in Science.• To support and supervise all the members of the Science team and ensure their on-going professional development via effective training and performance management.• Managing the departmental budget.
Marketing	<ul style="list-style-type: none">• To contribute to the Academy liaison and marketing activities, e.g. the collection of material for press releases, newsletters, or the website.• To promote the work and successes of the faculty at open days/evenings and other events.
Teaching	<ul style="list-style-type: none">• To undertake an appropriate programme of teaching in accordance with the duties of a teacher as outlined in the generic job description.
Other Specific Duties:	
<ul style="list-style-type: none">• To play a full part in the life of the Academy's community, to support its distinctive mission and ethos and to encourage staff and students to follow this example• To promote actively the Academy's Policies & Procedures• To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate• To comply with the Academy's procedures concerning safeguarding and to ensure that training is accessed• To report to your line manager and contribute actively to a relevant and coherent learning experience for pupils across the Science Faculty• To hold regular team meetings for briefing, consultation, sharing of good practice and training• To provide subject information and additional links with parents and others in relation to work in Science• To develop cross curricular links	
<ul style="list-style-type: none">• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified• Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description• Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers	



- Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students

This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title

I confirm that I have read and understood the details contained within this job description.

I understand that by signing this document, I agree to the terms and conditions contained within it.

Signed

Print Name

Dated