



Job Description for Curriculum Leader of Science

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: CURRICULUM LEADER OF SCIENCE

JOB HOLDER REPORTS TO: SLT

BASIC JOB PURPOSE: Curriculum lead in Science. Planning, teaching and class management, monitoring assessments, recording and reporting, perform role of Form Tutor, if designated as such.

MAIN RESPONSIBILITIES:

Area of Responsibility and Key Tasks

a) Curriculum Leader of Science

- Line manage post holders in the department ensuring delivery of a highly effective curriculum and to ensure excellent outcomes for all students
- Ensure a high quality of leadership within the Science department
- Lead by example through delivering engaging and effective lessons that motivate, inspire and improve pupil attainment
- To develop links with external agencies to help engage our students in Science
- To develop and implement strategies for improving teaching and learning in Science

b) Planning, Teaching and Class management

To teach allocated students by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed in clear written Schemes of Work

- setting tasks which challenge students and ensure high levels of interest
 - setting appropriate and demanding expectations
 - setting clear targets, building on prior attainment
 - identifying SEN or able and talented students
 - providing clear structures for lessons maintaining pace, motivation and challenge
 - making effective use of assessment and ensure coverage of national curriculum programmes of study
 - ensuring effective teaching and best use of available time;
 - monitoring and intervene to ensure sound learning and discipline
 - setting and assessing appropriate and challenging homework
 - using a variety of teaching methods to:
- i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
- ii. use effective questioning, listen carefully to students, give attention to errors and misconceptions
- iii select appropriate learning resources and develop study skills through library and other resources
- implement the school's Rewards and Sanctions Policy
 - ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
 - mentoring students
 - evaluating their own teaching critically to improve effectiveness by building on good practice

c) Monitoring, Assessment, Recording, Reporting

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- mark and monitor students' work and set targets for progress;
- assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the levels at which the student is achieving
- prepare and present informative verbal and written reports to parents according to school reporting procedures

d) As a Form Tutor if applicable

- carry out registration duties
- ensure the school ethos and rules are supported on a day-to-day basis check and sign student organisers

- establish and maintain regular contact with home
liaise with other staff about behaviour issues
maintain rewards and sanctions records
discipline students at Form Tutor level
- plan and deliver tutorial work including Lifeskills + Personal Statement for KS4 Progress File
- deal with attendance and punctuality issues
- mentor and assist students in reviewing achievement and recognising ways to improve
- monitor student progress
- check students' uniform
- communicate key messages to students and parents

d) Other professional requirements

- have a working knowledge of teachers' professional duties and legal liabilities
- operate at all times within the stated policies and practices of the school
- establish effective working relationships and set a good example through their presentation and personal and professional conduct
- endeavour to give every child the opportunity to reach their potential and meet high expectations
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school
- take responsibility for their own professional development and duties in relation to school policies and practices
- liaise effectively with support staff and governors
- take on any additional responsibilities which might from time to time be determined
- contribute to the ethos of the school as a caring, supportive institution where 'Achievement for all' is the goal
- be aware of Health and Safety issues linked to their teaching area, including fire exit procedures
- liaise with HoD if applicable undertaking reasonable duties/tasks allocated

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.

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.

Person Specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified Teacher Status • Degree • Evidence of extensive, relevant continuing professional development • Impressive record of Science teaching
Experience	<p>Teaching experience</p> <p>Involvement in school self-evaluation and development planning</p> <p>Excellent subject knowledge</p> <p>Demonstrable experience of successful line management and staff development</p> <p>Evidence of having taken on additional responsibilities within a department</p> <p>Up to date knowledge of national curriculum</p>
Skills and knowledge	<p>Understanding of high-quality teaching, and the ability to model this for others and support others to improve</p> <p>Effective communication and interpersonal skills</p> <p>Ability to communicate a vision and inspire others</p> <p>Ability to build effective working relationships</p>
Personal qualities	<p>A commitment to getting the best outcomes for all students and promoting the ethos and values of the school</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.</p> <p>Possess imagination, enthusiasm and a good sense of humour</p> <p>A commitment to team work and team values at Ruskin</p>

Notes: This job description may be amended at any time in consultation with the postholder.