

# Gosforth Central Middle School



## Job Description: Head of Science

<b>Post Title:</b>	Head of Science
<b>Payscale:</b>	Main/Upper Payscale with TLR Payment Level 2b
<b>Responsible to:</b>	Head Teacher
<b>Responsible for:</b>	To be accountable for the educational progress of learners within science by effectively leading teaching and learning and developing the science curriculum area. To confidently support colleagues in the science department in relation to teaching, curriculum implementation and professional development.
<b>Job Purpose:</b>	As above

### Main responsibilities:

The following list is typical of the level of duties which the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

#### General:

- To carry out the professional duties of a teacher as set out in the School Teachers' Pay and Conditions Document. Carry out teaching duties in accordance with the school's schemes of work and the National Curriculum.

#### Lead Teaching and Learning Responsibilities:

- Lead teaching and learning within Science across KS2 and KS3 by working with colleagues to review, refine and strengthen the existing curriculum so that it meets the needs of our pupils.
- Oversee the implementation and review of schemes of work, particularly supporting new staff in the department, and maintain the departmental handbook and shared resources.
- Design, implement and evaluate effective departmental assessment, including formative and summative approaches, to identify gaps in pupils' knowledge and progress and support timely intervention.
- Analyse assessment and progress data to identify pupils and groups who are underachieving or at risk of doing so, including disadvantaged pupils, and implement targeted strategies to improve outcomes.
- Lead, develop and inspire the teaching practice of others through monitoring, evaluation, coaching, mentoring and the promotion of improvement strategies

to secure effective teaching and learning.

- Plan and deliver professional development for staff, including teachers, HLTAs and LSAs, to support high-quality teaching, consistent practice and staff development across the department.
- Lead, manage and develop Science and STEM across the school to provide a curriculum and wider opportunities that match learner aspirations and potential and promote excellence and enjoyment.
- Ensure students are engaged in their learning beyond the classroom, including organising trips, competitions, clubs, visiting speakers, Science Week and other enrichment activities, to encourage a love of learning.
- Act as a role model for staff, providing active support, mentoring, coaching and advice.
- Report to governors and other stakeholders on curriculum development, pupil outcomes and priorities for improvement within science.
- Provide clear and accurate information to senior leaders, governors and other stakeholders on departmental performance, developments and next steps.

#### **Responsibilities as Head of Science department:**

- Ensure all staff know, understand and follow the department's current health and safety procedures and rules, including CLEAPSS guidance and risk assessments for practical work.
- Ensure all Science equipment, resources and teaching areas are safe, well organised and ready for use by pupils and staff.
- Oversee the reporting of any damage or issues relating to equipment, furniture, fittings, water, gas or other safety concerns to our Health and Safety officer and/or site manager without delay.
- Ensure chemicals and equipment are stored, maintained and disposed of safely, and that existing appropriate procedures are followed regarding locked storage, gas safety and removal of outdated materials.
- Manage the departmental budget effectively, including ordering chemicals, books and equipment in collaboration with the Science Technician.
- Ensure classrooms and laboratories provide a stimulating learning environment, with up-to-date content and key scientific processes displayed.

#### **General Responsibilities**

- Contribute to the monitoring and development of science to ensure suitable opportunities are provided for learner aspirations to be met.

- Establish a purposeful and safe learning environment and manage learners' behaviour constructively by establishing and maintaining a clear, positive and supportive culture in line with the school behaviour policy and RRP approach (Restorative and Relational Practice).
- Plan effectively in the short, medium- and long-term and prepare effective learning sequences, lessons and work across a series of lessons to ensure coverage of the curriculum and the differentiated needs of learners are met.
- Be aware of and apply a range of teaching and learning strategies and have a deep understanding of effective Science pedagogy. Implement inclusive practices to ensure that the diverse needs of learners are met and excellence and enjoyment is achieved.
- Assess, record and report on the development and progress of learners and analyse relevant data to promote the highest possible aspirations for learners and target expectations and actions to raise learners' achievements. Provide timely, accurate and constructively feedback on learners' attainment, progress and areas of development.
- Demonstrate on-going development and application of teaching practice, expertise and subject specialism and/or phase knowledge to enrich the learning experience within and beyond assigned classes or groups of learners.
- Communicate effectively and work collaboratively within and beyond the classroom with support staff (including directing their day-to-day work), teachers, other professionals, parents, carers, agencies and communities, to enhance teaching and learning and promote the positive contribution and well-being of learners.
- Contribute to the development and implementation of priorities, policies and activities in order to enable the achievement of whole school aims.
- Promote the safeguarding and welfare of all children and young persons the postholder comes into contact with. Be aware of school policies and other guidance on the safeguarding and promotion of well-being of children and young people. Take appropriate action where required.
- Promote and implement policies and practices that encourage mutual respect for diversity in all aspects of employment and service delivery.

**In addition, Upper Pay Spine teachers are expected to:**

- Make significant contributions to implementing workplace policies and practice and to promote their implementation.
- Give advice on the development and wellbeing of children and young people, if required.

- Promote collaboration between colleagues and contribute to their professional development through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

**Date: April 2026**