



SHOEBURYNESSE HIGH SCHOOL

JOB DESCRIPTION

Job Title: Head of Science

Responsible To: Headteacher and Senior Line Manager

Liaison With: Stakeholders appropriate to the post

Main Job Purpose

The purpose of your role is to be accountable for leading the Science faculty in their aim of securing the best possible outcomes for all our students. In order to deliver this for our students you will be tasked with the following:

- To raise standards of student attainment and achievement within the whole curriculum area and to monitor
- Support student progress in A level subjects and both Triple and Combined Science GCSE
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the Science department
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To effectively lead, manage and deploy staff, financial and physical resources within the Science department
- Operational and strategic planning, including formulating Science faculty improvement plans and leading the development of appropriate specifications, resources, schemes of work, marking policies, assessment and teaching strategies
- Staff development, including recruitment, building and managing an effective team of motivated staff
- Ensuring the effective operation of target setting, monitoring and evaluation systems and the input and maintenance of accurate student data
- Teaching, including acting as an outstanding role model
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Key Responsibilities

- To lead the successful delivery of Science across the school.
- To inspire and enthuse members of the team, with a clear vision for the future direction of the Science Faculty.
- To develop an innovative and progressive curriculum in Science.
- To undertake regular audits and quality assurance checks within the Science Faculty to ensure that the highest standards are being achieved in all aspects of the Faculty's work.
- To attend, as appropriate, SLT meetings.

- To safeguard young people by ensuring that all aspects of Health and Safety are adhered to in lessons and preparation areas.
- To lead the development of differentiated schemes of work at KS3, KS4 and at Post-16 so that every young person makes progress in their learning.
- To keep up-to-date about subject development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate.
- To lead the Faculty's strategic planning and self-evaluation processes.
- To 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.
- To promote and lead on the delivery of all extra-curricular activities in Science
- To act as a role model to others, demonstrating high standards of professionalism in all aspects of leadership.
- To co-ordinate the resources of the Faculty, giving support and guidance to relevant staff.
- To complete all administrative tasks in a timely and accurate manner.
- To ensure that appropriate arrangements are made for examination entries and statutory requirements.
- To contribute to wider whole school policy and strategy as appropriate.

Curriculum Management

- To design an appropriate and progressive curriculum in Science that reflects in the ethos of the school and meets the needs of all students
- To make sure that teaching and learning meets the needs of all students including those with additional needs, for example those with a low skill base, hearing or visual impairment and the very able
- To maintain an up-to-date knowledge of new initiatives and incorporate elements into the Science strategy as appropriate.
- To ensure that all statutory requirements of the National Curriculum are met
- To review, evaluate and improve the design and delivery of the Science curriculum on an ongoing basis.
- To incorporate assessment into all aspects of curriculum planning.
- To provide appropriate, accurate and timely management information to enable continuous evaluation of performance.
- To check that information required by various external bodies is produced within the given time scale and is of excellent quality.

Financial Management

- To be responsible for the completion of the Science Teaching and Learning Plan so that the Faculty is appropriately and effectively resourced.
- To oversee the Faculty's budget.
- To ensure that the use of financial resources has a clear impact on improving student outcomes.

People Management

- To 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.
- To create an environment of open-mindedness, fairness and harmony so that all individuals can achieve their potential.
- To work proactively with the Senior Leadership Team to create an open, valuable working relationship that thrives on using the knowledge and expertise of individuals and groups to produce optimal outcomes.

- To advise the Senior Leadership Team about the recruitment and retention of high calibre staff.
- To implement the school performance management processes so as to provide a positive framework for staff development and achievement.
- In conjunction with all staff, organise activities/processes that encourage team development (including parents/carers and community partners).
- To ensure that all staff receive Faculty induction and fully understand all relevant policies and their implementation.
- To make sure that effective, caring policies concerning a broad range of student and staff welfare matters are implemented.
- To provide support to staff to enable them to effectively implement the policies of the school and Science Faculty.
- To monitor and evaluate attendance and absence management policies for Science staff and students.
- To create an environment where there is visible acknowledgement that everyone's contribution is valued
- To monitor the progress of staff in the Faculty and put systems in place to ensure performance grades within the Faculty are of a high standard

Developing and Maintaining Community Strong Links

- To develop initiatives to outreach to the community through SECAT schools, as appropriate.
- To assist the SLT line manager to create and implement ways of actively involving
- parents and carers in the learning process.
- To network with schools in SECAT to share best practice.
- To facilitate a broad range of activities in conjunction with staff, students and the wider community so as to deepen and broaden learners' experiences in Science.

Facilities Management

- To ensure that physical resources to deliver the curriculum are acquired and are maintained effectively.
- To make sure that the accommodation is used in the most effective way to meet the needs of all students and of the curriculum.
- To ensure that the interior classrooms and laboratories of the building are maintained to a high standard that reflects the ethos of the School and promotes learning.
- To be aware of the need for security and of the importance of implementing Health and Safety policies.

Additional Duties

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- To play a full part in the life of the school community, to support its values and ethos and to encourage staff and students to follow this example
- To continue personal professional development
- To engage actively in the performance review process
- To undertake any other reasonable duties as requested by the Headteacher

Person Specification

Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status. • Graduate in a Science or Science related subject 	<ul style="list-style-type: none"> • Middle leaders qualifications such as NPQSL
Experience	<ul style="list-style-type: none"> • Successful history of results at KS4 and KS5. • Evidence of ability to manage a team and teaching and learning in a curriculum area. 	<ul style="list-style-type: none"> • Experience of Leading a Department or Subject area • Experience in leading change within a department. • Experience of leading/ coordinating professional development opportunities.
Professional Development	<ul style="list-style-type: none"> • Ability to identify own learning needs. • Willingness to engage in CPD. • Able to train and support peers. • Evidence of continuing professional development relating to wider school and curriculum/teaching and learning. • A commitment to continued professional and • personal development. 	<ul style="list-style-type: none"> • Potential for promotion within the school to SLT level positions in the future
Leadership	<ul style="list-style-type: none"> • Able to lead on the development of key materials and initiatives • Ability to inspire and motivate staff, students, parents and key-stakeholders to achieve the aims of the school • To support staff within the faculty to achieve its vision 	
Teaching and Learning	<ul style="list-style-type: none"> • Knowledge of a range of successful teaching and learning strategies to meet the needs of all students. • Secure knowledge of the specifications for Science. 	<ul style="list-style-type: none"> • Knowledge and experience of exam board requirements. • Experience of effective monitoring and evaluation of teaching and learning.

	<ul style="list-style-type: none">• Excellent subject knowledge• Experience of teaching at least 2 key stages• An understanding of assessment strategies and the use of assessment	
Skills and Qualities	<ul style="list-style-type: none">• Empathy with pupils• Excellent communication skills.• Excellent interpersonal skills• Excellent organisation skills• Dedication to the vocation• Ability to remain positive and enthusiastic when working under pressure• Ability to organise work, prioritise tasks, make decisions and manage time effectively	