

# **Job Description and Person Specification**

## **Head of Science**

**Reporting to:** Line manager from SLT

**Responsible for:** Teaching staff and other relevant personnel within the department.

**Liaising with:** SLT, other Heads of Department, Pupil Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff and parents.

**TLR:** 1c (currently £10,202.00 per annum)

### **MAIN PURPOSE:**

The Head of Science will take responsibility for providing leadership and management of the department to secure:

- High-quality teaching
- Effective use of resources
- Improved standards of learning and achievement for all

### **MAIN DUTIES:**

- To be accountable for and to provide professional leadership and management for science
- To contribute to the continuous development of the department
- Ensure logical curriculum sequencing leading to continuity and progression for all pupils in the subject.
- To maintain high quality teaching, effective use of resources and high standards of learning and achievement for students
- Monitor, evaluate and support intervention to tackle any student underperformance
- Ensure quality assurance processes are carried out.
- To manage the exam entries for all the science examined courses and make sure deadlines set are met
- Support departmental staff in student disciplinary matters, ensuring the school policies are followed
- Ensure that department meetings are run effectively and efficiently and are used to share good teaching and learning practice
- Plan trips and visits enrich students' science capital.
- Work with other departments to ensure cross curricular activities occur where relevant and where they will be beneficial for student outcome
- Maintain good standards of pupil behaviour and work
- Manage departmental resources appropriately
- Ensure HPL is evident in lesson and learning plans.
- To meet with line manager and provide regular feedback to help the school evaluate the department
- To manage and review Health and safety within the department, including writing new health and safety policies where necessary.

- To use a variety of methods to monitor and evaluate the teaching and learning offered by the subject staff, and take appropriate action to improve further the quality of teaching and learning
- To manage the appraisal process for the department, delegating responsibilities where necessary, meet with teachers' mid-year ensuring development areas for all staff members are reviewed
- To keep abreast of new developments and initiatives in science and STEM
- Work with other middle leaders involved in STEM subjects to raise the profile of STEM across the school
- To line manage science specific staff including the key stage leaders, science technicians and science TA.
- Work with the SEN department developing a timetable of support the science TA can follow
- Attend middle leaders meeting and feedback to subject staff information leading to better student progress.

## PERSON SPECIFICATION

Criteria	Qualities
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree</li> <li>• Qualified teacher status</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful experience of subject leadership</li> <li>• Teaching experience</li> <li>• Experience of working at a whole-school level</li> <li>• Involvement in self-evaluation and development planning</li> <li>• Experience of conducting training/leading INSET</li> <li>• Experience of line managing staff and reviewing staff performance</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Expert knowledge of the National Curriculum</li> <li>• Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to build effective working relationships</li> <li>• Ability to adapt teaching to meet pupils' needs</li> <li>• Ability to build effective working relationships with pupils</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Good IT skills</li> <li>• Ability to communicate a vision and inspire others</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school</li> <li>• Uphold and promote the ethos and values of the school</li> <li>• Commitment to equal opportunities</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintain confidentiality at all times</li> </ul>