



JOB DESCRIPTION
Head of Science

Purpose	<ul style="list-style-type: none">• To raise standards of student attainment and achievement within Science and to monitor and support student progress• To be accountable for student progress and development within Science• To undertake an appropriate teaching commitment and associated duties in accordance with school policy, Teachers’ Pay and Conditions of Service and the Teachers’ Standards• Ensure a high quality learning experience that meets both internal and external quality standards and provides students with the opportunity to achieve their personal excellence
Reporting to:	Headteacher and SLMT Liaison
Responsible for:	Science Team, Students and School Resources
Liaising with:	SLMT, Heads of Department/Faculty, teaching and support staff, parents, Local Authority and other external agencies
DBS Check:	Enhanced Level
Working Time	In accordance with the current Teachers’ Pay and Conditions Document (195 days, 1265 hrs directed time). Full-time.
Salary	Qualified Teacher Main /Upper Scale according to salary assessment plus TLR 1B - £12,035

STRATEGIC LEADERSHIP

1. Raise standards of student attainment and achievement in Science and monitor and support student progress to ensure all students are successful in line with their ability
2. Monitor and evaluate student progress and outcomes, ensuring all students achieve in line with their ability, and that gaps are identified and addressed promptly.
3. Lead the design, implementation and review of a high-quality, ambitious curriculum that provides an excellent student experience and promotes both academic success and enjoyment of the subject.
4. Drive continuous improvement in teaching and learning, using an evidence-informed approach, including coaching, modelling, professional dialogue and targeted CPD.
5. Ensure effective intervention strategies are in place, clearly prioritised and implemented, to support students who require additional challenge or support.
6. Implement robust quality assurance processes (including lesson observations, learning walks, work scrutiny and self-evaluation) to maintain consistently high standards across the department.

7. Lead strategic and operational planning for the department, aligning departmental priorities with whole-school improvement priorities, including contribution to the School's Development Plan.
8. Manage the effective deployment of staff, resources and budget, ensuring efficient day-to-day operations and value for money in line with school policies.
9. Foster a positive and purposeful learning environment, including the promotion of enrichment, extension and extra-curricular opportunities to enhance student engagement.
10. Develop and maintain effective partnerships with feeder schools, external agencies and the wider community, including supporting transition, outreach and promotional events.
11. Ensure full compliance with Health & Safety requirements, working with relevant colleagues to maintain up-to-date risk assessments and ensure policies are effectively implemented and followed.

PEOPLE MANAGEMENT

12. To create a sense of purpose / shared vision among the departmental team and secure commitment.
13. Lead the Science Management Team (comprising TLR holders and Lead Practitioner) and ensure that all members fulfil all of their agreed responsibilities, ensuring that clear targets are set, monitored and successfully achieved.
14. To be responsible for the day-to-day management of staff within the department and act as a positive role model.
15. To promote team work and to motivate staff to ensure effective working relations.
16. To ensure the effective induction, support and monitoring of new staff.
17. To be responsible for the efficient and effective deployment of support staff within the department.
18. To work with the relevant member of SLMT to ensure that staff development needs are identified and appropriate programmes are put in place to meet such needs.
19. To make appropriate arrangements for classes if staff are absent, liaising with the Cover Manager / relevant staff.
20. To participate in the interview process for teaching posts as required and to ensure the effective induction of new staff in line with school policy.
21. To undertake performance management reviews for the staff line-managed.

LEARNING AND TEACHING

22. Lead curriculum provision and development across the department, ensuring schemes of work, medium-term planning, assessment and feedback are coherent, high quality, and aligned with national requirements.
23. Actively monitor and respond to curriculum developments at national, regional and local levels, ensuring the department remains current in subject knowledge, pedagogy and qualifications.
24. Oversee examination specifications and entries, maintaining accreditation with awarding bodies and ensuring accurate and timely public examination entries in collaboration with the Exams Officer and SLMT.
25. Ensure high-quality teaching and learning across the department, promoting agreed whole-school approaches (e.g. Achievement for All / teaching toolkit) and establishing consistent standards.

26. Monitor student progress, attainment and attendance, using data effectively to identify underperformance and implement, evaluate and refine intervention strategies.
27. Ensure effective behaviour management and a positive climate for learning, including the consistent application of school policies, Protected Learning expectations and faculty systems.
28. Establish and implement robust quality assurance processes, including review of teaching, learning, curriculum and outcomes, ensuring continuous improvement.
29. Ensure safe, well-managed and stimulating learning environments, including staff accountability for classrooms and compliance with relevant policies.
30. Ensure continuity of learning, including the effective organisation of cover work where staff are absent.
31. Lead effective communication within and beyond the department, including with parents/carers, external partners, feeder schools and the wider community, and promoting the department through events and engagement activities.

PROFESSIONAL RESPONSIBILITIES AND WIDER CONTRIBUTION

32. Lead and manage staff effectively, setting high expectations, promoting teamwork and ensuring all colleagues are supported and held accountable through robust line management and appraisal processes.
33. Actively engage in and promote professional development, participating in and contributing to CPD, and fostering a culture of continuous improvement across the department.
34. Model high standards of professional conduct, including effective communication, collaboration, and adherence to school policies, procedures and codes of practice.
35. Promote inclusion, equality and diversity, ensuring equitable opportunities and outcomes for all students and staff.
36. Work collaboratively with colleagues across the school, ensuring effective use and sharing of resources to support whole-school priorities.
37. Contribute to the wider life of the school, including participation in duties, behaviour systems and whole-school initiatives, always modelling the school's ethos and values.
38. Fulfil the role of Personal Learning Guide (PLG), supporting academic progress, personal development and wellbeing of students in line with school expectations.
39. Always maintain confidentiality, ensuring compliance with data protection legislation and school policies.
40. Take a proactive approach to safeguarding, health and safety, working with colleagues to minimise risk and ensure a safe environment for all students and staff.
41. Contribute to the promotion of the school, including supporting marketing activities and engagement with parents, carers and the wider community.
42. Undertake such other duties as may reasonably be required by the Headteacher, commensurate with the level and responsibility of the post.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. The school will endeavor to make any necessary reasonable adjustments to the job and the working environment for disabled job applicants or for any employee who develops a disabling condition.

Date: March 2026

Head teacher: Mr J Cregg



The Radclyffe School

“Working Together for Excellence”

PERSON SPECIFICATION

HEAD OF SCIENCE

	Essential	How Assessed
Qualifications & Training	<ol style="list-style-type: none">1) Good honours degree in Science2) Qualified Teacher Status3) Evidence of professional development in Science4) Relevant experience in team-leadership / management – e.g. as head of department, 2 i/c, team leader, leadership of the development of curriculum / T & L / assessment etc, which has had an impact on both pupils and teachers	Application form
You should have:	<ol style="list-style-type: none">5) A passion for science, and sharing this with young people6) Excellent subject knowledge and pedagogy7) Very good knowledge and experience of developments in the science curriculum and assessment in Key Stages KS3 & 48) Successfully leading an initiative /curricular development9) Putting well developed interpersonal skills to good use10)An understanding, and experience of, the ways in which students’ achievement can be maximised11)A commitment to achievement for all, and evidence of having had a positive and sustained impact on students’ achievement and attainment12)A clear vision of what constitutes excellence in a science department13)An understanding of the systems and structures which need to be in place to achieve excellence, and the drive and commitment to implement this14)An understanding and experience of the effective use of data to promote improvement15)Understanding of and some successful experience of staff development	Application Form, Interview & References
You must have the ability to:	<ol style="list-style-type: none">16)Work closely with leadership teams and to take a leadership role17)Interact positively with students, parents/carers and colleagues18)Contribute to wider aspects of school life19)Competently use ICT to support teaching and wider professional activities20)Work on your own initiative21)Be organised22)Relate to, and promote, the ethos of the school23)Direct, supervise and support staff assigned to you24)Develop workplace policies and for promoting collective responsibility for their implementation25)Support the analysis of data and its context and determine solutions	Interview & References