

Job Description – Head of Department for Science Trinity Catholic School

Job Title:	Head of Department for Science (preferable Physics specialist)
Responsible to:	Principal
Salary:	MPS/UPS (TLR 1a)
Hours:	Full time/Permanent

Job Purpose: Head of Department

- To carry out the duties of a teacher as set out in the current Teachers' Standards Document.
- Take a strategic professional approach to ensure all teaching and learning materials, and subject content is delivered in time for effective assessment, revision, and examination preparation.
- Ensure that a curriculum plan is followed consistently across the whole Department.
- Lead and manage colleagues to ensure they understand their professional responsibilities and that they have a positive collective responsibility.
- Motivate and encourage colleagues to participate fully in the aims of the department.
- Implementing and delivering an appropriately broad, balanced, relevant and differentiated curriculum for students in your designated curriculum area.
- Monitoring and supporting the overall progress and development of students as a Head of Department/teacher/form tutor.
- Facilitating and encouraging learning experiences which provide students with the opportunity to achieve their individual potential.
- Contributing to raising standards and student attainment in your curriculum area.
- Sharing and supporting in the school's mission to achieve personal and academic excellence for students.

Main Duties: Head of Department

Leading Strategically to improve student outcomes:

- Contribute significantly to implementing workplace policies and practice and to promoting positive, collective responsibility for their implementation.
- Ensure all members of the Department and teachers of science are familiar with the aims and objectives of the Department Development Plan and regularly review progress against the plan.
- Take a strategic professional approach to ensure all teaching and learning materials, and subject content is delivered in time for effective assessment, revision and examination preparation.
- Ensure that a curriculum plan is followed consistently across the whole Department.
- Lead and manage colleagues to ensure they understand their professional responsibilities and that they have a positive collective responsibility.
- Motivate and encourage colleagues to participate fully in the aims of the department.

Leading Teaching and Learning to improve student outcomes:

- Enable all members of the Department to have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.
- Support the teaching and delivery of GCSE and A-Level.
- Have (and share amongst the department) an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- Take responsibility for improving your own teaching through appropriate professional development including developing partnerships and networks with Science Departments, schools within Our Lady of the Magnificat Multi-Academy Company and other schools, responding to advice and feedback from colleagues.
- Regularly monitor the quality of teaching and learning across the department through drop-ins, learning walks, work scrutinises. Keep records to show findings, follow up actions and impact.

- Regularly review student progress data and ensure that teaching practice is adapted to close students' gaps. Review the effectiveness of teacher marking and feedback through to ensure that students are making good progress.
- Use after school (period 6) revision sessions effectively for identified students to improve progress levels. Identify students who are underachieving promptly and implement appropriate intervention strategies to enable them to make better progress.
- Identify professional development needs of each member of the team regarding their teaching and research and facilitate relevant training for individuals or at a department level.
- Ensure that you share good practice regularly during departmental meetings.

Leading the subject to improve student outcomes:

- Be accountable for students' attainment, progress and outcomes.
- Have up to date knowledge and understanding of all GCSE and A-Level qualifications and specifications, and how to embed required skills from Year 7 through to Year 13.
- Have a more developed knowledge and understanding of the subject area and related pedagogy including how learning progresses within them.
- Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for GCSE and A-Level.
- Plan and teach well-structured lessons (including homework).
- Make use of formative and summative assessment to secure student's progress.
- Give students regular feedback both orally and through accurate marking and encourage students to respond to the feedback.
- Create links and visit schools with high performing Science departments so that best practice may be shared.
- Use examination board training, web resources and other information sources to keep up to date with requirements.
- Continue to review and develop Schemes of Work and assessment materials from Year 7 to Year 13 to ensure students make progress towards examination requirements.
- Impart knowledge and develop understanding through effective use of lesson time, setting homework and marking effectively.

Leading People to improve students' outcomes:

- Encourage a collaborative approach so that all staff are flexible, creative, and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments.
- Promote collaboration and work effectively as a team member. Communicate effectively with all Science teachers.
- Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.
- Delegate the development and review of schemes of work to colleagues, set deadlines, support and monitor progress. Include all SOW/ resourcing as a regular agenda item at Department meetings. Encourage professional discussion, sharing of ideas and regular reflection and adaptation of practice.
- Develop effective professional relationships with Line Managers and colleagues (including those from other schools within Our Lady of the Magnificat Multi-Academy Company), knowing how and when to draw on advice and specialist support.
- Lead and manage colleagues to work collaboratively and coach and mentor them to encourage them to reflect on their practice.
- Work as part of the HODs team to share ideas and develop consistency of approach and good practice across the school.

Main Duties: Teacher

1. Teaching:

- To maintain the standards of the school in the designated area.
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development, and attainment of students and to keep such records as are required.
- To provide, or contribute to oral and written assessments, reports and references relating to individual students and groups of students.

- To ensure the ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching.
- To ensure a high-quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which as part of a departmental team stimulate learning appropriate to student needs and the demands of the syllabus being taught.
- To maintain good behaviour in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work, homework and school uniform.
- To undertake assessments of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback.

2. Operational/Strategic Planning:

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in your designated Curriculum Area.
- To contribute to the Curriculum Area and department's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole school's planning activities.

3. Curriculum Provision:

- To assist the Head of Department to ensure that the curriculum area you teach in provides a range of teaching which complements the school's strategic objectives.

4. Curriculum Development:

- Within your department, to assist in the process of curriculum development and change so as to ensure continued relevance to the needs of students, examining and awarding bodies and the school's Mission and Strategic Objectives.

5. Staff Development:

- To continue personal development in your relevant subject areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

6. Monitoring and Evaluation:

- To help to implement departmental and school improvement planning processes within your department.
- To contribute to the process of monitoring and evaluation.
- To review from time-to-time methods of teaching and programmes of work.

7. Management Information:

- To maintain appropriate records and to provide relevant accurate and up-to-date information on students.
- To complete the relevant documentation to assist in the tracking of students and to inform teaching and learning.

8. Communications:

- To communicate effectively with the parents of students as appropriate.
- To communicate effectively with your Line Manager, Senior Leadership Team and other stakeholders.

9. Marketing and Liaison:

- To take part in marketing and liaison activities such as Open Evenings, Parent Evenings and liaison events with MAC schools.
- To contribute to the development of effective subject links with external agencies.

10. Management of Resources:

- To contribute to the process of the ordering and allocation of equipment and materials within your department
- To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.

TO BE A FORM TUTOR, IF NEEDED AND AVAILABLE, RESPONSIBLE FOR:

1. Supporting, guiding and promoting academic and personal excellence for a designated group of students:

- Creating a positive identity consistent with the school's Catholic mission.
- Praying with the form and leading them in assembly preparation and participation.
- Attending whole School Masses and other liturgical celebrations with the form.
- Promoting and reporting on students' personal, social, spiritual, and academic progress.
- Delivering PSHE&C sessions.
- Supporting the relevant Year Head.
- Promoting high standards of attendance, punctuality, dress and behaviour.
- Implementing the schools' Code of Behaviour with students.
- Taking an active role in addressing individual student issues and needs.
- Accepting responsibility for creating a sense of community ensuring form members are happy and safe, and able to learn in school.

2. Daily procedures with a designated group of students:

- Completing the daily register for the tutor group.
- Requiring students to account for absence and lates, liaising with the Year Head as appropriate.
- Dealing with returns and requests for information about students in the tutor group.
- Ensuring that students comply with school expectations on personal appearance and the School's Code of Conduct.
- Informing students of relevant information and daily notices.

Other

- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- To support, at all times, the Catholic ethos of the school/Multi Academy Company by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the schools' policies.
- Other duties as may be determined from time to time within the general scope of the post.
- Duties and responsibilities outside of the post will only be required with the agreement of the post holder.

The MAC reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher/Principal to reflect or anticipate changes in the job commensurate within the grade and job title.