

La Retraite Roman Catholic Girls' School

Job Description - Lead Practitioner (Science)

Responsible to: Deputy Headteacher

Main Purpose of the Job

- To support a positive Catholic ethos, which recognises the dignity of the individual and is reflected in the day-to-day life of the school
- To contribute to raising standards of student achievement in by teaching a timetable of lessons and leading the Science Department in the achievement of whole-school and department goals.
- To oversee the Science curriculum and co-ordinate the work of the two Seconds in Department and the Head of Biology who will focus on either KS3, KS4 or KS5 Science curriculum
- To promote the highest possible teaching and learning for all students in the teaching of Science
- To work in accordance with the directions laid out in the School Teachers' Pay and Conditions document
- To satisfy the DfE Professional Standards for teachers

Responsibilities

Lead Practitioner

- To develop and oversee a programme of extra-curricular activities to promote science & STEM
- To play an active role in the SLT Teaching & Learning team
- To mentor new staff or other staff as required
- To support any initial teacher training programmes
- To play an active role in preparing and delivering staff INSET
- To motivate, challenge and inspire colleagues to provide outstanding provision for students, leading to outstanding outcomes
- To provide an excellent school-wide role model for student and for staff, by classroom practice and behaviour that sets a standard for others
- To work with colleagues across multiple departments to develop an innovative and creative curriculum designed around the particular needs of our pupils.
- To develop a coherent, shared vision for learning through teamwork, collaboration and sharing of best practice, ensuring a consistent of approach to teaching.
- To seek out best practice through networks and research and to share with colleagues across the school
- To use data analysis to identify trends in attainment and to identify individuals/groups that are under attaining or are at risk of doing so. Identify patterns of attainment
- To use data analysis to identify areas where individuals/groups of colleagues or the whole school may need support in order to improve outcomes for pupils.
- To secure and sustain effective teaching of subjects through structured monitoring and evaluation of all aspects of teaching and learning and active participation in the school's monitoring evaluation and review cycle through

lesson observations, feedback to teaching staff, work sampling, learner interviews and written reports to the Headteacher and Senior Leadership Team as necessary.

- To prepare and run professional development courses for staff (teaching staff and Learning Support Staff)
- To support the development programme for Governors
- To design programmes of support for individuals as and when required
- To provide model lessons and develop high quality teaching materials and schemes of learning
- To support colleagues in developing strategies to deepen learning for able pupils and vulnerable pupils
- To contribute to the professional development (and appraisal where appropriate) of colleagues using a broad range of skills appropriate to their needs so that they demonstrate enhanced and effective practice. (e.g. coaching, mentoring, induction)

Department Leadership

- To ensure that there is a vision for the department's development and that all the team are involved in developing this vision
- To ensure that there is a clear curriculum intent and that appropriate syllabuses, resources, schemes of work & teaching strategies are in place that reflect this intent and show a clear progression of learning so that all students achieve their potential
- To develop a culture of praise and positive ethos
- To complete departmental reviews and development planning to reflect whole school objectives and link this to resource allocation
- To ensure that appropriate systems are in place for the effective monitoring of student progress and attainment and for interventions and to ensure all deadlines are met.
- To ensure that student progress is communicated effectively to students and parents
- To produce interim and annual reports for all students taught in line with the school's assessment and reporting policy
- To oversee standards of student behaviour and discipline within the department, establishing suitable disciplinary support systems in accordance with the school's behaviour policy and code of conduct
- To carry out appraisal reviews under the direction of the Headteacher
- To monitor, evaluate and report on overall standards of effective teaching and learning, including good classroom management practice and homework, through regular observation of teachers' lessons and scrutiny of students' work
- To provide appropriate induction for staff new to the department, ECTs and cover staff
- To ensure work is set for absent staff and monitor and support cover and supply staff
- To line manage the Senior Science Technician and ensure that the technical staff provide a departmental support service to facilitate quality teaching and learning.

- To oversee the effective and efficient use of department resources
- To ensure that all necessary Health and Safety checks, risk assessment requirements etc. are carried out in accordance with school policy, legal requirements and that all spaces provide a positive learning environment.
- To ensure all staff in the department follow the school's policies, systems and procedures

General Teaching

- To have high expectations of all students based on relevant data
- To teach using a variety of delivery methods which will stimulate learning, meeting the demands of the curriculum & the needs of the students
- To assess, record & report on the attainment, attendance & progress of students keeping such records as are required
- To provide or contribute to oral and written assessments, reports & references relating to individual or groups of students
- To prepare & update subject materials, including schemes of work
- To maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour & standards of work
- To assess students' work in line with school policies & procedures referring to student performance targets
- To attend internal and external meetings when necessary
- To develop links with the main feeder primary schools
- To ensure that public examination entries are accurate.

Pastoral

- To be a form tutor to an assigned group of students
- To liaise with the Heads of Year in implementing the school's pastoral policies
- To register students and accompany them to assemblies
- To enable, encourage & support a form's participation in the Student Council
- To monitor student planners to ensure that homework is recorded as appropriate
- To notify the designated Designated Safeguarding Lead (DSL) immediately about any concerns relating to a student
- To report to the Heads of Year problems experienced by students and how these may be resolved
- To evaluate, monitor and report on the progress of each student
- To communicate with parents & outside agencies as appropriate
- To teach the Personal Development programmes appropriate to a year group
- To attend form tutor meetings as arranged by the Heads of Year

General Responsibilities

- To participate in the school's staff development (CPD) programme
- To undertake health & safety, safeguarding and data protection training as and when required
- To continue personal development in relevant areas especially subject knowledge & teaching methods
- To engage actively with the school's performance management programme
- Where appropriate, ensure the effective deployment of classroom support
- To work as a member of a team, positively contributing to effective working relations within the school
- To communicate, where necessary with parents and external agencies, following school policies
- To attend Open Evenings, Parents' Evenings and other whole-school events
- To attend Monday morning staff briefings
- To report to the school's premises team any Health & Safety issues
- To undertake break duties as detailed in the staff Duty Rota
- To undertake any other duties as the Headteacher or Senior Leadership may reasonably require
- To adhere to the expectations laid out in the Staff Code of Conduct

Person specification

	Essential	Desired
Qualifications / Experience	<ul style="list-style-type: none"> • Qualified Teacher Status (QTS) • A science degree or equivalent qualification • Secondary school experience of at least 5 years post-qualification teaching (having gone through the threshold) and awareness of primary school developments. • Departmental responsibility experience as a Head of Science or Second in Charge of Science 	<ul style="list-style-type: none"> • A practising and committed Catholic • Experience in a similar role in an inner city, maintained school under Ofsted criteria • Recent participation in relevant CPD
Professional Knowledge & Understanding	<ul style="list-style-type: none"> • Knowledge and experience of strategies for raising achievement of all students • Understanding of effective Learning, Teaching & Assessment strategies • Evidence of the ability to use data to drive improvement/performance • To be a caring and committed professional who has the highest expectations of all students • An understanding of the elements of a safe, calm and well-ordered environment for all. • Knowledge of current statutory responsibilities in relation to working for the protection of young people. 	<ul style="list-style-type: none"> • Experience of child safeguarding issues and successful use of measures that promote and ensure the safeguarding of children • Excellent understanding of current curriculum developments • Extensive experience of the effective use of strategies for raising achievement of all students • Understanding and evidence of importance of dealing with the holistic needs of children to maximise their life chances. • An understanding of current educational developments
Skills / Qualities	<ul style="list-style-type: none"> • To think strategically, analytically and creatively • To be an excellent classroom practitioner • Knowledge and sustained evidence of effective leadership and management strategies • The experience of leading others in effective system change • Excellent communication skills with the ability to relate to all sectors of the school community • The ability to develop effective relationships (pupils, parents, staff, others) • The ability to enthuse, inspire, support and motivate others – to be able to lead by example 	<ul style="list-style-type: none"> • Excellent ICT skills and use of MIS • The ability to monitor, evaluate and challenge using a range of evidence and to intervene to facilitate change • Demonstrable evidence of regularly working with students, parents and staff in different key stages.
Other Requirements	<ul style="list-style-type: none"> • To be able to successfully collaborate with colleagues across different departments and in different phases of education 	<ul style="list-style-type: none"> • To be committed to full involvement in the extra-curricular activities of the school • To have an understanding of the Data Protection Act (GDPR)

		(2018) and its application in a school setting
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Conditions of employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Board.
- To uphold the school's policy in respect of child protection and safeguarding matters.
- To be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document (STPCD).
- The post holder may be required to perform any other reasonable tasks as directed by a member of SLT commensurate with the level of their post.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All staff members are required to participate in the school's appraisal scheme.

Signed by:

Post holder:

Line Manager:

Date:

Date: