

SCIENCE DEPARTMENT

Leader of Discipline (Biology / Chemistry / Physics)

Key Responsibilities

- Be responsible for the standards of teaching and outcomes in your discipline across both key stages, ensuring student progress through good quality teaching.
- Lead a team of staff to deliver highly effective lessons leading to high levels of achievement, supporting and coaching staff in developing and extending their pedagogic repertoire.
- Ensure that the curriculum pathway is regularly reviewed and updated to reflect the needs of our learners.
- Model best practice in ensuring that learning is scaffolded and adapted so that others can learn from your practice.
- Ensure that the department runs efficiently on a day-to-day basis.

Main (Core) Duties - Ensuring high quality learning and excellent progress

- Adhere to all aspects of the Teachers' Professional Standards
- Maximise progress for your classes
- Teach in line with department and School policies on e.g. assessment, teaching and learning, homework, student conduct
- Contribute to learning opportunities within the formal and extended curriculum (Run enrichment opportunities)
- Day-to-day organisation and delivery of the (discipline) curriculum, ensuring clear, challenging progression, considering students starting points and requirements at KS4. To include overview of SoW, resources, assessment etc
- Ensure that lessons engage students and encourage them to aspire to outstanding progress.
- Work closely with the Leader of Science, Leader of KS3 and leaders of all disciplines to identify student weaknesses in KS4 results and implement changes as appropriate in the KS4 curriculum.
- To closely monitor the progress of students in your discipline (End of Topic Tests, HW, PRs etc) and provide support as required to address issues. This might include adapting curriculum, T&L support, QA activities, tuition of students or mentoring programmes.
- Support T&L to ensure the needs of students and the subject are met. This will involve supporting through observations, coaching and joint planning to ensure that identified gaps in learning are addressed in the classroom.
- Undertaking quality assurance tasks across your discipline to ensure that Science is delivered effectively, and students make appropriate progress towards Year 11 targets. This will include lesson observations, learning walks, work scrutiny, student and staff voice.
- To work with the Leader of Science in identifying and where appropriate providing, professional development support for team members. This will include Subject Knowledge Enhancement support & sharing best practice.

TANBRIDGE HOUSE SCHOOL

- Making appropriate arrangements for classes when staff are absent, ensuring appropriate work is set (KS4 lessons) and liaising with Senior Leadership Colleagues and Cover Supervisors to secure student progress when staff are absent.
- Ensuring students are challenged in lessons to achieve their best and where behaviour or engagement is not as expected develop strategies to engage, including working with parents. This will involve interacting with pastoral and leadership staff where further support is appropriate.
- Ensure effective feedback to students according to the school marking, assessment and feedback policy is provided, and ensure homework is of high quality, extends student learning and is marked/recognised.
- Ensure that there are appropriate plans to celebrate where engagement and progress are worthy of note. This will involve using school reward systems and ensuring regular verbal praise as applicable. Celebrate excellent effort and progress with parents.
- Organise and coordinate the provision of extra-curricular opportunities which enrich and enhance learning.
- Contribute to the department's quality assurance systems:
 - Work scrutiny twice a year (year group decided with LoS)
 - Student conversations twice a year
 - Departmental learning walks
 - Run or contribute to at least two department briefings or meetings each year, with a focus on the effective teaching of your discipline
 - Support LoS with planning and delivering INSET activities

Additional roles tbc

- KS4 RAP comments and QA
- Y10 and 11 Tuition
- Triple Data analysis - individual discipline plus overall analysis
- Setting
- KS4 KA prep- revision timetables, Learning reviews, KOs

No job description can be fully comprehensive, and

this is, therefore, subject to review and modification, as necessary.