

JOB DESCRIPTION

Department:	Education
Section:	Science Faculty
Job Title:	Second in Department - Science
Reports To:	Head of Science Department
Main Purpose of Job:	
<p>Ensuring that the areas of your responsibility contribute to outcomes above expectations for the College Students, especially in the standards they attain and the progress and achievement that they make.</p> <p>You will be expected to deputise for the Head of Department, as required.</p> <p>It is a key role in supporting the strategic leadership of the college and helping to ensure that all teaching within the Faculty is inspiring, innovative, engaging and personalised, maximising all students' potential and empowering them to become enthusiastic and independent learners. You will support the Head of Department with monitoring and evaluating the performance of students and all teaching staff and to lead the formation of delivery improvement strategies where required.</p>	
Main Responsibilities and Duties:	

- To contribute to the day-to-day leadership of the department and promote a positive, supportive ethos in the College.
- To be accountable for the learning and achievement of all students within your lessons and the wider Faculty
- To deputise in managing staff and resources in the absence of the Head of Department
- Other reasonable duties as determined by the Head of Department.
- To develop effective partnership working with other staff to secure high levels of student progress and attainment.
- To share good practice and to plan collaborative activities with the Faculty to promote Science throughout the whole college.
- Ensure that the quality of learning and teaching within the Faculty is at least consistently good striving to be outstanding and implement strategies for improvements where required monitoring the impact of them.
- Support the Head of Department in building a strong team which is enthusiastic, ambitious and determined to achieve the highest standards and outcomes for students.
- To work with colleagues to develop innovative and engaging schemes of work, lesson plans and related learning resources that accelerate student progress.
- To take a significant part in the development, delivery and the promotion of the Science curriculum.
- Along with the Head of Department devise and implement quality assurance systems, including regular observations and book checks.

- To undertake and support subject specific staff training and professional development when requested.
- To contribute to the Department Development Plan
- Create detailed intervention plans for those students who are below their data flight paths, use data effectively to measure impact and to diagnose intervention need.
- Work with Learning Support to co-ordinate science strategies.
- To work with the Behaviour and Pastoral team when students' progress is limited by negative attitudes, misbehaviour, unsatisfactory attendance and punctuality, long term illness or other factors so that appropriate intervention strategies can be put into place.
- Work with parents, carers, staff within the college and external agencies (when required) to raise standards of science with co-ordinated strategy.
- Support the staff training and development, ensuring science is embedded consistently across the curriculum.
- Use data effectively to measure impact and to diagnose intervention need. This will involve using national benchmarking data.
- Support the strategic focus of the Faculty including developing and implementing whole school science.
- Support in ensuring that the Appraisal Process and Professional Development of all Faculty Staff leads to improved outcomes for students.
- Develop effective communication with parents regarding issues relating to science, student progress and intervention.
- Teach high quality lessons across all Key Stages, (GCSE and A Level)
- To undertake break / lunch duties as required, as part of the rota system.
- Other duties considered commensurate to the role.

Facts and Figures:

- Frome College is a large Secondary School with approximately 1300 students (13-18 years).
- Approximately 200 staff.
- Approximately 11 teachers, and 3 technicians within the Science Faculty.

SUPPORTING PROCESSES

Problem Solving and Creativity:

- Ability to inspire, challenge, motivate and inspire others.
- Commitment to developing effective working relationships, shared leadership and effective team working.
- Create detailed intervention plans for individual pupils and vulnerable groups and report on the outcomes.
- Look for at patterns across the Faculty to raise attainment.

Decision Making:

- Work with the Head of Department to provide effective organisation and management of the Science Faculty and seek ways to improve the departments structures and functions based on rigorous self-evaluation.
- Work with the Principal and the SLT to ensure the College and the staff and resources are organised and managed to provide an efficient, effective and safe learning environment

Physical Effort and Working Conditions:

- Works within a normal school environment with frequent use of ICT
- Works within a normal classroom environment

Contacts and Relationships:

- Frome College is committed to safeguarding and promoting the welfare of our students and all staff working within the school are expected to share a commitment to doing this. You

will be expected to report any concerns relating to the safeguarding of students details of the procedure can be obtained from the SENDco/DSL.

- Liaison with; Principal, Vice Principals and Assistant Principals, other Faculty Leaders/Department, Student Support Services and relevant staff with cross school responsibilities, relevant non-teaching support staff, LA staff, parents, Governors
- Students, parents and external agencies where required.
- Develop effective communication with parents regarding issues relating to mathematics, student progress and intervention.
- Work with the Principal and the Senior Leadership Team to build a professional learning community that empowers others to achieve.
- Be the lead professional responsible for raising the standard of teaching mathematics from all teaching staff.
- Be responsible for ensuring appraisal arrangements are effective in securing outstanding academic performance within the faculty and effectively plan and deliver professional development activities for others.
- Build a collaborative learning culture within the College and actively engage with other schools to build effective learning communities.
- Regularly review own practice and set personal targets.
- Identify and pursue leadership and management development opportunities (to be agreed and negotiated with the Principal).

Additional Information:

- The job description is to be performed in accordance with the provisions of the College Teachers' Pay and Conditions Document and within the range of duties set out in that document
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Knowledge, Skills and Experience:

- Excellent classroom skills with the ability to identify, analyse and promote outstanding classroom practice.
- Ability to communicate effectively with staff, students and parents.
- Ability to prioritise and plan to ensure completion of tasks.
- A commitment to continuous improvement of teaching and learning and the achievement of the highest possible academic and social standards.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: Date:

Line Manager: Date:

Designated Senior Manager: Date: