



DUNRAVEN EDUCATIONAL TRUST

## **Second in Charge of Science Aligned to a Key Stage**

### **JOB DESCRIPTION**

**Responsible to:** Head of Science  
**Pay scale:** ILPS + TLR2a  
**Work pattern:** Full-time  
**Location of post:** The Elmgreen School, SE27 9BZ

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The purpose of this role is to support the professional leadership and management for Science, helping to ensure high quality teaching and learning, achievement and engagement of students, across the disciplines of Biology, Chemistry and Physics, aligned with a Key Stage.

### **KEY RESPONSIBILITIES**

#### **Strategic Direction and Planning of Science**

- Support the Head of Science to develop and implement policies and practices for Science which reflect the school's commitment to high achievement and effective teaching and learning
- work with the Head of Science on the development of appropriate syllabuses, assessment and teaching and learning strategies for the development and resourcing of Science, both within and outside of the Key Stage
- promote teamwork, creating a climate which enables other staff to develop
- support the Head of Science to establish a clear, shared understanding of the importance and role of Science in preparing students for the opportunities and responsibilities of adult life
- use data effectively in Science to monitor and support student progress and progress towards meeting targets for Science
- support curriculum development for the department in line with national initiatives.

#### **Teaching and Learning**

To help sustain effective teaching of Science, across the disciplines, help evaluate the quality of teaching and standards of students' achievements and help set targets for improvement.

- To plan and deliver effective lessons, ensuring curriculum coverage, continuity and progression and attainment for all students

- help to ensure curriculum coverage, continuity and progression in Science for all students of all abilities
- support the Head of Science on the choice of appropriate teaching and learning methods to meet the needs of this subject and of individual students
- to be strong practitioners of delivering practical activities in lessons, and support or mentor staff staff to do the same, modelling best practice with regard to practical work within science
- help to ensure effective development of students' literacy, numeracy and information technology skills through Science
- support the Head of Science in establishing clear policies and practices for assessing, recording and reporting on student achievement, using this information to recognise achievement and to assist students in setting targets for further improvement
- work with the Head of Science to ensure effective development of students' individual and collaborative study skills necessary for them to become increasingly independent in their work and able to complete tasks independently when out of school
- ensure that as a Science specialist you are aware of its contribution to students' understanding of the duties, opportunities, responsibilities and rights of citizens
- establish a partnership with parents to involve them in their child's learning of Science, as well as providing information about curriculum, attainment, progress and targets
- help to develop effective links with the local community, including business and industry, in order to extend the Science curriculum, enhance teaching and develop students' wider understanding
- to contribute to the orderly atmosphere of the school
- to attend staff and parents meetings
- to act as a tutor
- to carry out supervision duties.

### **Efficient and Effective Deployment of Staff and Resources**

To help identify appropriate resources for Science and help ensure that they are used efficiently, effectively and safely.

- Support the Head of Science to establish staff and resource needs for Science
- help the Head of Science deploy staff involved in Science to ensure the best use of Science, technical and other expertise
- support the Head of Science ensure the effective and efficient management and organisation of learning resources, including information and communications technology
- help maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school
- use accommodation to create an effective and stimulating environment for the teaching and learning of Science.

### **Other**

- To unequivocally support and promote the values and ethos of The Elmgreen School
- be aware of the responsibilities under Data Protection Legislation for the security, accuracy and significance of the personal data held in the schools systems

- take responsibility, appropriate to the post, for tackling racism and other forms of discrimination and promoting good race, ethnic and community relations
  - have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Trust
  - work in accordance with the Schools Health and Safety Policies and Procedure.
  - to undertake such other duties as laid down in the School Teachers Pay and Conditions Document.
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## **PERSON SPECIFICATION**

Please provide evidence for the criteria detailed in the Person Specification in the supporting statement of your application form

### **Essential Experience**

- Proven excellence as a classroom practitioner
- teaching across the age and ability range
- ability to function as an effective member of a team
- evidence of successful experience of raising standards
- application of ICT to learning
- effective approach to behaviour management.

### **Desirable Experience**

- Leadership of specific curriculum development projects in a Science department.

### **Qualifications and Training**

- Graduate specialist with qualified teacher status
- evidence of continuing professional development, providing balanced and relevant preparation for leadership role
- awareness and understanding of key national issues which affect Science.

### **Skills and Attributes**

- The willingness to develop the skills to lead, manage, motivate and promote effective relationships and contribute to the running of the department
- ability to help foster an efficient, positive and happy department
- excellent communication skills verbally and in writing
- excellent organisational skills
- sensitivity to and empathy with the needs of others
- commitment to quality and professionalism
- personal integrity
- commitment to high standards and high expectations for both colleagues and students
- commitment to aspire to excellence both personally and as a member of a team.

### **Knowledge and Understanding**

- Sound knowledge and experience of the subject curriculum, including the KS3 national curriculum, GCSE and A Level
- ability to monitor and review data to make strategic decisions to improve learning

- implications of the Code of Practice for Special Educational Needs for teaching and learning in Science.

## **Equal Opportunities**

Take responsibility, appropriate to the post, for tackling racism and promoting good race, ethnic and community relations.

## **Safeguarding**

Have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.

## **Health and Safety**

Work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.

Ensure compliance of procedures are observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals. Undertake risk assessments as appropriate.

## **Data Protection**

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information. Be informed of the data held on you during our recruitment process as explained in the recruitment privacy notice on our website.

## **The Elmgreen School is a non-smoking and non-vaping environment.**

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It 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.

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