

Job Description: Second in Charge of Science
Teachers' Pay Scale [Inner London] plus TLR 2.1
Effective from: September 2025

Purpose

To serve the mission of St. John Bosco College by assisting the Head of Science to provide high quality leadership to the department. To raise standards particularly with regards student achievement; to provide the appropriate support to members of the department to maximize the delivery of Learning and Teaching; and to provide pastoral care and spiritual growth opportunities to all students.

Responsibilities

In addition to the duties laid out in the latest edition of the School Teachers Pay and Conditions Document and those detailed in the job profile for "Teacher of Science", the Second in Charge of Science will be expected to deputise for the Head of Science as appropriate and support them to:

Operational & Strategic Planning

- Lead the implementation of an effective Departmental Development Plan
- Maintain a Department Handbook that supports relevant whole school policies
- Conduct regular reviews across the curriculum to inform planning of provision
- Formulate aims, objectives and strategic plans for science provision across the school
- Report regularly to the Leadership Team on standards in science
- Monitor resources and maintain the departmental budget

Professional Development

- Keep up to date with local and national developments and thinking in science pedagogy
- Establish contacts within key organization for the development of science.
- Participate in Diocesan, Local Authority and other school network for the development of science
- Disseminate strategies for raising standards in science pedagogy to the department
- Support colleagues to develop their ability to apply a range of strategies to promote best practice
- Ensure staff have appropriate training and development opportunities

Curriculum Provision & Development

- Develop, review, and refine provision at all key stages to ensure a personalised curriculum
- Monitor and respond to curriculum developments and initiatives at local and national levels
- Ensure that formative assessment is at the heart of learning at all key stages
- Ensure that daily classroom practice addresses the individual needs of the students
- Maintain and develop the influence of ICT in learning and teaching in science
- Ensure a balance between knowledge acquisition and skill development in classroom practice
- Implement systems to ensure that all members of the department share resources and best practice

Support and Monitoring

- Maintain a programme of formal lesson observations and informal peer observations
- Nurture an atmosphere of openness and cooperation in the department

- Ensure professional accountability for students' progress and attainment
- Liaise with others involved in supporting students' learning
- Foster good relationships and liaison with parents and carers
- Maintain accurate and up-to-date information concerning students' achievements in science
- Identify and act on issues arising from data, systems and reports and review progress on the action taken
- Provide Governors with relevant information relating to the provision for and progress of students in science

Standards

- Monitor and evaluate the quality of learning and teaching and standards of attainment and performance
- Write the departmental self-evaluation and improvement plans
- Conduct lesson observations as a means of sharing best practice and coaching
- Ensure a positive climate for learning
- Uphold high expectations of self, staff and students
- Use data analysis to track student performance and that of teachers
- Ensure marking and assessment is consistent with whole school policies
- Ensure reporting complies with whole school policies
- Lead the planning of schemes of work to maximise the learning opportunities of students of all abilities
- Organise the structure of teaching throughout the department
- Meet the needs of students, including the management of behaviour and its impact on learning

Personnel

- Participate in the selection of new staff within the department
- Delegate duties and responsibilities to ensure staff development and value for money
- Provide a positive role model to students and staff
- Communicate school and departmental aims to stakeholders
- Secure the commitment of departmental team through effective leadership

Resources

- Manage the accommodation to ensure the departmental environment is conducive to learning
- Manage the departmental budget and ensure value for money
- Ensure the effective deployment of staff and resources

Extra-curricular

- Ensure a broad range of high-quality provision with good rates of participation from both staff and students

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- Commitment to supporting the distinctive nature of a Catholic school
- Good Honours Degree
- Qualified Teacher status and evidence of at least "good" teaching
- Recent and relevant professional development
- Willingness to further develop professional skills
- Ability to formulate, articulate and deliver a clear vision for the further development of the department
- Ability to enthuse, inspire and develop staff and students under the Catholic ethos
- Ability to challenge, motivate and empower staff and students
- Proven track record of raising standards
- Proven experience in recognizing and meeting the needs of staff and students
- Demonstrable experience of effectively managing and implementing change
- Evidence of leading initiatives effectively and successfully within school
- Ability to manage resources efficiently
- Understanding of and commitment to promoting the educational principles of St. John Bosco
- Genuine enjoyment of working with young people
- Understanding of and commitment to inclusion for all
- Ability to establish and develop a stretching curriculum across all three key stages
- Commitment to excellence and the ability to lead by example in terms of teaching and learning
- Knowledge and understanding of recent developments in learning and teaching
- Excellent grasp of new technology and its potential to support learning
- Demonstrable understanding of effective departmental evaluation
- Comprehensive understanding of data and how it can inform practice and enhance learning
- Excellent communication, interpersonal and organisational skills
- Commitment to working as a team player
- Ability to be an effective Form Tutor
- Commitment to supporting and promoting the extra-curricular life of the school
- Boundless enthusiasm and a positive outlook
- Capacity to work very hard under pressure
- Personal integrity and the drive to do what is best for the students
- Ambition and potential to move on to Assistant Headship
- Sense of humour.
- Commitment to ensuring that St. John Bosco College becomes the best school in the country