



## Great Marlow School

### JOB DESCRIPTION

**JOB TITLE:** Second in Department

**Department Science**

**Name:**

**Date: March 2023**

#### Main Tasks

As determined by Head of Department: to provide professional leadership and management in the department to secure high quality teaching and learning, effective use of staffing and resources/accommodation, and improved standards of learning and achievement for all pupils. To deputise for Head of Department if they are absent.

#### Position in Structure

You report to the Head of Department.

#### Persons line managed

In accordance with Appraisal Structure.

#### Key Stages responsible for

TBC.

#### Strategic direction and development of the subject

Within the context of the school's aims and policies, to develop and implement KS3 department policies, plans, targets and practices.

#### Teaching and learning

To secure and sustain the effective teaching of Science at GMS. To evaluate the quality of teaching and learning, the standards of pupils' achievements, and set targets for improvement. Use regular assessments and book scrutinies to monitor progress and set targets. Respond accordingly to the results of such monitoring. To ensure that covered classes have been set appropriate work.

- Scrutiny will include checking:
  - That schemes of work are being followed.
  - That pupils' work is being assessed regularly.
  - That teachers are maintaining their skills grids and ensuring that all skills are being assessed over the course of the year.
  - That marking policy is being followed.
  - That teachers are entering Progress Grades correctly and appropriately.
  - That pupils are aware of their targets and progress.
  - That the needs of all learner groups are being catered for.
  - Organising moderation sessions.
  - That peer-marking and self-review are regular features of pupils' work.

- That *Microsoft Teams* is being used correctly and that appropriate homework tasks are being set.
  - That the school/ departmental reward systems are being issued.
  - That homework is being signed by parents.
- Data to be used to track progress of different learner groups and to produce reports.
- **Leading and managing staff**

To provide to all those with involvement in the teaching of the Key Stage(s) the support, challenge, information and development necessary to sustain motivation and secure improvement in teaching.

### **Efficient and effective deployment of staff and resources**

To identify appropriate resources for the Key Stage(s) and ensure that they are used efficiently, effectively and safely.

### **Other specific duties applicable to this post:**

Other responsibilities are as agreed with the Head of Department or Headteacher to include:

- Meeting formally fortnightly with the HoD to discuss responsibilities as well as general policy issues and department issues e.g.
  - Course structure.
  - New resources.
  - INSET.
- Assisting the HoD with Department administration e.g.
  - Timetabling.
  - Exam entries.
  - Resource management.
  - Quality Assurance/ DEoS documents and reports.
- Taking responsibility for a whole department issue: [to be confirmed]

The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. The job description is not necessarily a comprehensive definition of the post. It will be reviewed annually and it may be subject to modification or amendment after consultation with the post holder.

### **Notes for the above**

### **Strategic direction and development of the subject may include**

- develop and implement department self-evaluation and policies and practices for the subject which reflect the school's commitment to high achievement, effective teaching and learning;
- create a climate which enables other staff to develop and maintain positive attitudes towards the subject and confidence in teaching it;
- establish a clear, shared understanding of the importance and role of the subject in contributing to pupils' spiritual moral, cultural, mental and physical development, and in preparing pupils for the opportunities, responsibilities and experiences of adult life;
- use data effectively to identify pupils who are underachieving in the subject and, where necessary, create and implement effective plans of action to support those pupils;
- analyse and interpret, relevant national, local and school data, plus research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods;

- establish, with the involvement of relevant staff, short, medium and long term plans for the development and resourcing of the subject, which;
  - contribute to whole-school aims, policies and practices, including those in relation to behaviour, discipline, bullying and racial harassment;
  - A re based on a range of comparative information and evidence, including in relation to the attainment of pupils;
  - identify realistic and challenging targets for improvement in the subject;
  - are understood by all those involved in putting the plans into practice;
  - are clear about action to be taken, timescales and criteria for success;
- monitor the progress made in achieving subject plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement.

### **Teaching and learning may include**

- with direction from Head of Department, plan and prepare effective teaching modules and lessons
- teach engaging and effective lessons that motivate, inspire and improve pupil attainment
- ensure curriculum coverage, continuity and progression in the subject for all pupils, including those of high ability and those with special educational or linguistic needs;
- ensure that teachers are clear about the teaching objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate such information to pupils;
- provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different pupils;
- ensure effective development of pupils' literacy, numeracy and information technology skills through the subject;
- establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement, and for using this information to recognise achievement and to assist pupils in setting targets for further improvement;
- ensure that information about pupils' achievements in previous classes and schools is used effectively to secure good progress in the subject;
- set expectations and targets for staff and pupils in relation to standards of pupil achievement and the quality of teaching; establish clear targets for pupil achievement, and evaluate progress and achievement in the subject by all pupils, including those with special educational and linguistic needs;
- evaluate the teaching of the subject in the school, use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching;
- ensure effective development of pupils' individual and collaborative study skills necessary for them to become increasingly independent in their work and to complete tasks independently when out of school;
- ensure that teachers of the subject are aware of its contribution to pupils' understanding of the duties, opportunities, responsibilities and rights of citizens;
- ensure that teachers of the subject know how to recognise and deal with racial stereotyping;
- to further promote oracy within English and to support staff in incorporating strategies relating to this in their teaching
- to work with the Head of Department to implement the remote Teaching and Learning Policy and support staff development within the department in this area through the use of Microsoft Teams (MT)

### **Leading and managing staff may include**

- help staff to achieve constructive working relationships with pupils;
- establish clear expectations and constructive working relationships among staff involved with the subject, including through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate; evaluating practice; and developing an acceptance of accountability.
- Performance manage staff as required by the school policy and use the process to develop the personal and professional effectiveness of the staff
- audit training needs of subject staff;

- lead professional development of subject staff through example and support, and co-ordinate the provision of high quality professional development by methods such as coaching, drawing on other sources of expertise as necessary, for example, higher education, LEAs, subject associations;
- ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to standards for the award of Qualified Teacher Status, the Career Entry Profiles and standards for induction;
- enable teachers to achieve expertise in their subject teaching;
- work with the SENCO and any other staff with special educational needs expertise, to ensure that individual education plans are used to set subject-specific targets and match work well to pupils' needs;
- ensure that the headteacher, senior managers and governors are well informed about subject policies, plans and priorities, the success in meeting objectives and targets, and subject-related professional development plans.

#### **Efficient and effective deployment of staff and resources may include**

- establish staff and resources needs for the subject and advise the headteacher and senior managers of likely priorities for expenditure, and allocate available subject resources with maximum efficiency to meet the objectives of the school and subject plans and to achieve value for money;
- ensure the effective and efficient management and organisation of learning resources, including information and communications technology;
- 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 the subject;
- ensure that there is a safe working and learning environment in which risks are properly assessed (health and safety).