

# INVICTUS

Education Trust

## JOB DESCRIPTION

**JOB TITLE:** Second in Science

**DEPARTMENT:** Crestwood

**SALARY RANGE:** MPS/UPS (+TLR2b)

**REPORTING TO:** Head of Department

**RESPONSIBLE FOR:** Other Science staff in the absence of the Head of Department

**LIAISING WITH:** Headteacher, Senior Leadership Team, Governors, teaching and support staff, outside agencies

**Main purpose:**

The 2nd in Department for Science holds a key position within the department. The individual will provide high quality leadership based on ambition, high expectations, drive and an uncompromising commitment towards securing improvement. The individual will lead by example.

The individual is responsible for ensuring that the work and ambitions of the Head of Department are realised and will make valuable contributions to shaping and driving both departmental and whole school improvement.

The 2nd in Department for Science will support, share and drive forward the departmental educational vision and ethos that supports the school's overall improvement priorities. These will be based on rigorous self-evaluation and reflection and will be designed to secure continuous improvement.

The 2nd in Department for Science will play a key part in the process of Departmental self-evaluation and help to formulate and implement the departmental DIP.

The 2nd in Department for Science is required to lead on one aspect or area of the department (subject/s or Key Stage) and regularly review and evaluate provision within the specified area as part of the DIP. The individual must provide evidence of priorities identified, actions taken and the impact of these on provision.

Through line management meetings, the 2nd in Department for Science will provide inspirational leadership to other colleagues within the department to create a positive learning

environment based on high expectations, challenge and support.

The post-holder will ensure the highest quality of learning and teaching within the department area through effective leadership and management and will have amongst their many skills the ability to deliver good / outstanding teaching.

The individual will demonstrate a clear understanding of learning and how it can be developed and promoted within the individual's department area. The individual will work with staff to develop and embed effective learning skills. The individual will work with Middle Leaders / Trust Directors and colleagues across the Trust to ensure that students have access to high quality marking and feedback and know what they need to do to improve.

The individual will support the work of the Head of Department, Trust Directors / Subject co-ordinators and teaching staff to ensure that there is effective teaching of reading, writing, communication and numeracy within the department. The individual will demonstrate commitment to supporting the Head of Department to provide exciting, challenging, innovative and inspirational learning opportunities across the department and will encourage collaboration with colleagues to share good practice, plan educational experiences and help drive improvement in teaching and learning across the school.

In addition to the duties outlined below, it is expected that the individual will seek to keep abreast of developments in education, both in own department area and with pedagogy and practice generally, so that the individual can work directly with staff to build capacity within the department area and across the whole school.

Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and support a designated curriculum area as appropriate.

Provide high quality teaching and learning within the subject area.

Maintain high expectations and standards in classroom practice.

Maintain order and discipline while promoting good behaviour.

Show commitment to continuous improvement in teaching and learning and the development of effective approaches.

Monitor and support the overall progress and development of students as a teacher and/or Form Tutor.

Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential and which meets their individual needs.

Contribute to raising standards of student attainment.

Share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Show all students that they are valued.

Contribute to school strategies for addressing barriers to learning that may prevent students from achieving their potential.

Promote and safeguard the welfare of children and young persons you are responsible for, or come into contact with.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

	<p>To contribute to the promotion of equal opportunities and celebration of diversity in all aspects of the work of the school.</p> <p>Be aware of and comply with all current Trust/school policies.</p>
<b>MAIN DUTIES:</b>	
<b>General Duties</b>	<p><b>Strategic Planning</b></p> <p>Actively assist in the development of appropriate syllabuses, resources, schemes of work/learning, marking policies, assessments and learning and teaching strategies in the subject area and take responsibility for writing sections of these.</p> <p>Contribute to the Faculty's development plan and its implementation.</p> <p>Plan, prepare and deliver high quality courses and lessons which will provide a positive learning experience for students.</p> <p>Contribute to the whole school's planning activities.</p> <p>Actively contribute to the delivery of the whole school attainment targets.</p> <p>To set homework regularly, to consolidate and extend learning and to encourage students to take responsibility for their own learning.</p> <p>To contribute towards the implementation of IEPs as detailed in the current Code of Practice particularly the planning and recording of appropriate actions and outcomes related to set targets</p> <p><b>Curriculum Provision</b></p> <p>Assist the Head of Faculty and members of the Leadership Group responsible for teaching, learning and assessment to ensure that the curriculum area provides a range of teaching and learning opportunities, which complement the school's strategic objectives.</p> <p>Take part in the process of curriculum development and change to ensure the continued relevance to the needs of students and examining and awarding bodies' requirements</p> <p>Supporting the development, planning, implementation and review of the curriculum within the department area in response to national changes and within the framework of national guidelines;</p> <p>Support the Head of Department in the selection of appropriate syllabuses and working to ensure that these are established and reviewed.</p> <p>Supporting the direction of staff in the development of schemes of learning that reflect the full range of educational experiences offered to students and support good or better progress</p> <p>Working with staff to ensure that the quality of learning and teaching within the department is 'good' or better (see above)</p> <p>Working with the Head of Department to develop colleagues into 'outstanding' teachers and providing opportunities for them to share good practice</p> <p>Working with the Head of Department to building capacity within staff to support students to develop effective learning skills</p> <p>Ensuring that homework of appropriate challenge and sufficient amount is set according to school policy</p> <p>Working with the Head of Department to implement department policies that reflect whole</p>

	<p>school policies;</p> <p>Fostering a climate within the department of positive attitudes to learning, good behaviour and a sense of community;</p>
<p><b>Staffing and Resources</b></p>	<p>Take part in the school’s staff development programme by participating in arrangements for further training and professional development.</p> <p>To take personal responsibility for personal and professional development in the relevant areas including thorough and up to date subject knowledge and research and developments in pedagogy.</p> <p>Engage actively in the Appraisal process.</p> <p>Ensure the effective/efficient deployment of classroom support</p> <p>Work as a member of a designated team and contribute positively to effective working relations with staff and students within the school.</p> <p>Provide cover for absent colleagues as is reasonable, fair and equitable</p>
<p><b>Other professional requirements:</b></p>	<p><b>Self-Evaluation</b></p> <p>Contribute to the process of monitoring and evaluating the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria.</p> <p>Review from time to time methods of learning and teaching and programmes of learning.</p> <p>Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and student support functions of the school.</p> <p>Actively participate in the assessment, recording and reporting process including target setting and target setting days.</p> <p>To maintain a working knowledge and understanding of teachers’ professional duties as set out in the current School Teachers’ Pay and Conditions document, and teachers’ legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.</p> <p><b>Management Information</b></p> <p>Maintain appropriate records and provide relevant accurate and up-to-date information for the school’s Information Management System.</p> <p>Complete the relevant documentation to assist in assessing students achievements.</p> <p>Track student progress and use this information, along with knowledge of students’ targets, to inform teaching and learning, adjust planning and guide intervention.</p> <p><b>Communications</b></p> <p>Communicate effectively with the parents/carers of students.</p> <p>Where appropriate, communicate and co-operate with persons or bodies outside the school.</p> <p>Follow agreed procedures for communications in the school.</p> <p>To respond to requests and anxieties of parents in association with the Student Achievement</p>

## Manager

To assist with distribution and collection of home-school communications and for money collection.

To maintain Homework diaries and recognise Credit award system

Meeting with department staff to discuss, monitor and evaluate provision and share good practice;

Acting as a means of communication between the Head of Department and department staff

Representing the department area at appropriate meetings in school and with other agencies;

Working with the Head of Department to produce a department area electronic handbook/shared document area to assist colleagues in carrying out their professional duties;

Contributing to the creation of a climate within school where good practice is shared

Supporting cross phase liaison (e.g. primary-secondary, KS3/KS4 and secondary-Post-16)

Appropriate liaison with colleagues in all other matters concerning timetable, curriculum, pupil groupings, examinations and related matters

Meetings and Science with parents to report student progress, discuss issues and encourage partnership working

Liaison with external partners including primary schools to access information and share good practice

## Marketing and Liaison

Take part in marketing and liaison activities such as Open Evenings Parents Evenings, Rewards Evenings, Information Evenings and liaison events with partner schools.

Contribute to the development of effective subject links with external agencies.

Be constantly aware of the school profile in the local community and enhance this wherever possible.

## Environment and Resources

Support the Head of Faculty in ensuring that the curriculum area provides an exciting, stimulating and informative environment for learning.

Assist the Head of Faculty in identifying resource needs and contribute to the efficient/effective use of resources.

Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, faculty and students.

## Student Support

Promote the personal development, general progress and well-being of individual students and of the form group as a whole.

Be a Form Tutor to an assigned group of students.

Act as an academic mentor to students in your form group.

Liaise with your Student Support Leader on a regular basis to ensure the implementation of the school's student support system.

	<p>Register students, accompany them to assemblies, encourage their full attendance at school, at all lessons and their participation in other aspects of school life.</p> <p>Actively participate in identifying and celebrating student achievement.</p> <p>Evaluate and monitor the progress of students through their targets and their personal profiles and keep up-to-date student records as may be required.</p> <p>Contribute to the preparation of school reports, progress reviews and other reports.</p> <p>Alert the appropriate staff to problems experienced by students and make recommendations as to how these may be resolved.</p> <p>Plan and deliver lessons which meet the needs of individual students through appropriate differentiation, liaising as appropriate with teaching and/or learning support assistants and SEN staff. Reassess and adapt where required.</p> <p>Communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff</p> <p>Apply the school's behaviour and reward systems so that effective learning can take place.</p> <p>Be a role model to students through personal presentation and professional conduct.</p> <p>Other Duties</p> <p>Undertake any other duty as specified by STPCB not mentioned in the above.</p> <p>Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>Establish and maintain regular communication in the Trust</p> <p>Be a role model of the Teachers' Standards</p>
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**Other Specific Duties**

- Play a full part in the life of the Trust community, to support its vision, mission and values
- Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example
- Be courteous to colleagues and be welcoming to visitors
- Comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate

Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary

**Support for the Trust**

- To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection
- Comply with the Trust's dress code
- Attend and participate in meetings as required
- Participate in training, other learning activities and appraisal as required

- Recognise own strengths and areas of expertise and use those to advise and support others
- It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

### **Safeguarding Requirements**

We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertaken can be found at: [Keeping Children Safe in Education, 2024](#)

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

**It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website.

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

## Person Specification

Criteria	Essential	Desirable
Qualifications	<p>A teaching qualification together with Qualified Teacher Status (QTS)</p> <p>Ability to teach an additional departmental subject to KS3/4 level</p>	Ability to teach an additional departmental subject to KS3
Experience	<p>A commitment of continued professional development</p> <p>Excellent subject knowledge</p> <p>Knowledge and understanding of the National Curriculum requirements across Key Stage 3 and 4</p> <p>Excellent classroom manager, able to create a positive, orderly and stimulating environment</p> <p>An understanding of the role of the Form Tutor in supporting the welfare and achievement of students</p>	Excellent classroom practitioner
Skills and knowledge	<p>Ability to use and promote a range of teaching &amp; learning strategies</p> <p>Ability to plan and deliver schemes of work to match the needs of learners</p> <p>An understanding of how assessment for learning can improve student performance</p> <p>Ability to contribute to the development of Department Improvement Plan</p> <p>A confident and competent user of ICT</p> <p>Knowledge and understanding of how ICT can be used in the teaching of the subject to enhance student learning</p> <p>Ability to use student level data to raise standards</p> <p>Ability to communicate both orally and in writing to students and their parents/guardians</p> <p>Ability to demonstrate a commitment to equality of opportunity for all students</p> <p>Ability to create a stimulating and safe learning environment for all students by:</p> <ul style="list-style-type: none"> <li>• Establishing high expectations</li> <li>• Implementing effective classroom management and organisation</li> </ul>	



<p>Personal qualities</p>	<p>Enthusiasm and a positive outlook</p> <p>The ability to work independently and collaboratively as a member of a team</p> <p>Creativity in problem solving, together with a willingness to take on or try new approaches and ideas</p> <p>A positive attitude towards professional development and their own learning</p> <p>Reliability and integrity</p> <p>Excellent personal organisation</p>	
<p>Flexibility</p>	<p>To work flexibly to meet the needs of the Trust and its educational establishments. Can be required to work in any location within the Trust</p>	

This job description/person specification may be amended at any time in consultation with the postholder.

<p>Job Title:</p>	<p>Second in Science</p>		
<p>Chief Executive Officer's signature:</p>		<p>Date:</p>	
<p>Postholder's signature:</p>		<p>Date:</p>	