**Team Leader - Science**

**Reporting to:**

Nominated member of the Executive team.

**Overall purpose of the post:**

To ensure the highest possible quality teaching and learning, achievement and progress of students in the Team. To lead, develop, challenge and inspire a team of talented teachers.To do all of this with a real commitment to our values and ethos.

To strategically lead and co-ordinate curriculum development.

Ensuring a clear shared vision for the development of outstanding teaching and learning and a culture of high expectations within the Team. Raising standards across the Team and Academy.

Monitoring and evaluating the performance of the Team in all areas including:

* Behaviour for learning
* Resources
* Learning environment
* Performance management
* Data and intervention.
* All academic provision and support to students in the Team
* Ensuring a high-quality curriculum across the Team
* Ensuring consistency of school policies within the Team

**Responsibilities and Accountabilities:**

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| Core Duties | To ensure that all staff within the Team are effective operationally in order that the Academy meets performance targets, and that individual students meet their personal targets.  To ensure that all staff within the Team deliver according to the Academy’s vision.  To ensure that the Team and Academy is a safe and secure environment.  To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.  To be accountable for student progress and development within the subjects of the curriculum area.  To ensure the provision of an appropriately broad, ambitious and well-sequenced science curriculum.  To coordinate curriculum delivery within the Team. Ensure a clear rationale  for KS4 and 5 examination decisions/specifications which meet the needs of and enable learners to succeed.  Identify relevant Team development issues and implement a high-quality action plan to ensure improvement.  Evaluate the impact of all improvement activities on the quality of teaching and learning.  Lead evaluation strategies with the Team which contribute to overall school self-evaluation.  Monitor the effectiveness and impact of performance management arrangements within the Team.  To effectively lead and manage all resources allocated to the subject area. |
| Operational Planning | To use all relevant information/data to inform direction for improvement.  Guide Team staff in:   * Planning and delivering high quality lessons * Behaviour for learning * Effective marking and feedback * Homework   Monitor and evaluate assessment data across the Team to identify trends in student performance and progress, and issues for development.  Promote high expectations of students, identify appropriate attainment targets and ensure that agreed attainment targets are met.  Monitor student standards and achievement against annual targets with a focus on key groups – EAL, Most Able, Gender, SEN, and PP.  Use data to identify exceptional performance and underachievement, and  subsequent actions needed. Identify groups requiring strategies for intervention.  Support staff in planning and implementing strategies to achieve student progress target levels and objectives. Review impact of strategies and prepare reports on the effectiveness of intervention strategies. |
| Service Provision | Ensure Team staff are in touch with parents/carers as necessary and supporting students as required, in order to ensure the success of all students.  Ensure Team staff have the necessary resources and direction to deliver according to the Academy’s vision.  To appreciate and support the role of other professionals.  To be responsible for promoting and safeguarding the welfare of children and young people within the Academy.  Provide up to date and relevant data on performance.  Ensure that all staff in the Team are able to use the performance information necessary for them to deliver service improvement in their own roles.  Work with the other team leaders within the academy to maximise opportunities for collaboration. |
| Service Development | To seek continually to ensure value for money and performance improvement  in the Academy’s provision. Use financial and resource management innovatively and effectively, ensuring an optimum quality of learning environment in the subject.  To develop the Team and curriculum provision being mindful of national developments.  To be responsible for personal CPD and participate fully in training and  development opportunities identified by the academy or as an outcome of performance management.  To keep the work of the Team constantly under review against key  performance indicators:   * Academic performance * Parental complaints * Student behaviour indicators |
| Staffing Development | To develop and enhance the teaching practice of others and encourage and inspire them to excel as practitioners.  Act as a role model of outstanding classroom practice for other staff, modelling effective strategies for them.  Monitor and evaluate the quality of planning and provide constructive feedback. Hold colleagues to account, and effectively manage conflict and relationships.  Line manager of the Key Stage Co-ordinators and Team Staff. Overview of responsibilities to the key stage coordinators.  Co-ordinate and monitor the deployment of teachers, support staff and other adults to ensure their effective contribution to students’ learning.  Identify CPD needs for the Team. Lead and contribute to internal CPD which delivers a continuously improving service as measured by performance targets.  Act as performance management team leader for the Team, ensuring  challenging and appropriate targets are set and reviewed.  Plan and implement strategies to improve teaching where needed.  Induct, support and monitor new staff.  Work with the other team leaders across the academy to ensure that best practice is utilised to ensure consistency in high quality teaching and learning. |
| Recruitment/Deployment of Staff: | Ensure that all staff are deployed efficiently and effectively.  Support recruitment processes as required.  Support collaborative working across the MAT. |
| Quality Assurance | Monitor and evaluate assessment data across the Team to identify trends in student performance and progress, and issues for development.  Continuously review Team provision in all areas against performance targets and value for money.  Monitor planning, curriculum delivery and  implementation of schemes of learning.  Analyse and interpret relevant data, research and inspection evidence to inform provision and seek improvement where necessary.  Ensure that personal contribution to curriculum delivery is an exemplar to the  Team.  Support the Principal in ensuring that Academy policies in all areas are followed by all staff. Identify good practice, areas for development and strategies for sharing and support. |
| Management Information and  Administration | Ensure all information required by the Governors, Executive Team and Principal,  to evaluate the Academy’s provision is  produced accurately, timely and efficiently. |
| Communication | Effectively communicate with parents and ensure that families are supported as active participants in their child’s education, through parent’s evenings, transition events and celebration events.  Effectively articulate to all stakeholders and in a variety of ways, the vision which underpins all aspects of the Academy’s provision and support.  To ensure that all communications with service users demonstrate the values and ethos of the academy.  To attend all meetings identified by the Principal and communicate the academy vision effectively at meetings – both internal and external. |
| Marketing and Liaison | Develop, nurture and maintain the positive image of the academy.  Attend all functions and meetings necessary to support the delivery of the role, ensuring the values of the academy.  Actively promote the service of the academy. |
| Management of Resources | (Other than People):  Responsibility for the safe use and safe keeping of academy resources.  Corporate Responsibility: To abide by and implement all policies and procedures of the academy, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures. |
| Other Specific Responsibilities | To contribute to the overall ethos, work and aims of the Academy.  To carry out all duties in the most effective, efficient and economic manner.  To continue personal development in the relevant areas.  Participate fully with arrangements made in accordance with the academy’s Performance Management Policy.  Perform any other reasonable duties as requested by the Principal. |
| Safeguarding | The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.  In line with our continued commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults we apply safer recruitment practices across our selection process and all posts are subject to an enhanced DBS with Barred List check in accordance with the requirements of the Disclosure and Barring Service (DBS), the Police Act 1997 and the DFE’s Keeping Children Safe in Education guidance. |

**Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Governors, parents and any other visitors to the Academy.

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description, in accordance with the changing needs of the organisation.

This Job Description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This will follow consultation between the post holder and the Academy.