

JOB DESCRIPTION

ROLE TITLE	TLR Holder in Science
CONTRACTED HOURS	Full time, Permanent 33.25 hours per week
LOCATION	Samuel Ward Academy
GRADE / SCALE POINT – SALARY	MPR/UPR + TLR2b
REPORTING TO	Headteacher

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

OVERALL ACCOUNTABILITIES

1. Deputise in the absence of the Head of Department.
2. Provide support to the Head of Department to facilitate effective fulfilment of his / her accountabilities.
3. Take responsibility and ownership for fulfilment of specific accountabilities as delegated by the Head of Department.

LINE MANAGEMENT RESPONSIBILITY

1. Assist in monitoring the effectiveness and impact of performance management arrangements within the department.
2. Provide interventions with staff to help improve teaching and learning as agreed with the Head of Department.

CURRICULUM AND ASSESSMENT

1. Work with the Head of Department to 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;
2. Provide input as required on the choice of appropriate teaching and learning methods, including ICT, to meet the needs of the subject and of different pupils.
3. Assist and support the Head of Department in implementing 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.
4. Support and help maintain a strong culture of behaviour for learning within the department, ensuring that systems of reward and sanctions are consistently applied and their effectiveness regularly evaluated by the team.

5. Work with Teachers in the Department to help 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.
6. Help Teachers in the Department to establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about curriculum, attainment, progress and targets.
7. Actively assist in developing effective links with the local community, including business and industry, in order to extend the subject curriculum, enhance teaching and to develop pupils' wider understanding.
8. Seek ways of developing and promoting out of hours learning for pupils in relation to the subject area.

MONITORING AND EVALUATION

1. Work with specific teachers in the department as directed by the Head of Department to:
 - Identify appropriate attainment and/or achievement targets
 - Monitor pupil standards and achievement against annual targets
 - Monitor planning, curriculum coverage and learning outcomes
 - Monitor standards of pupil behaviour and application
 - Plan and implement strategies where improvement needs are identified
 - Ensure that relevant attainment / achievement targets are met
2. Lead evaluation strategies to contribute to overall school self evaluation

LEADING STAFF DEVELOPMENT

Help maintain high standards of teaching and learning within the department using strategies including the following:

1. Identify relevant curriculum area improvement issues
2. Contribute to the professional development of colleagues using a range of strategies including coaching and mentoring.
3. Evaluate the impact of all improvement activities on the quality of teaching and learning
4. Provide staff in the department with relevant subject, curriculum area or pupil performance information
5. Support staff to maintain the highest standards of behaviour for learning.

LEADING, DEVELOPING AND ENHANCING THE TEACHING PRACTICE OF OTHERS

Work with teachers and other staff in the department to:

1. Maintain personal expertise and share this with other teachers
2. Act as a role model of good classroom practice for other teachers, modelling effective strategies with them

KEY TASKS & RESPONSIBILITIES

- This job description will be supported by performance management which will list the objectives, key tasks, responsibilities and outcomes sought from the post holder in the school year. These will be derived from the Department Plan and other school priorities.
- In consultation with the post holder, the Head of Department may request the post holder to take on a specific responsibility as the Department develops and the need arises.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.