



## Job Description Head of Science

<b>Responsible to:</b>	Assistant Principal Teaching & Learning
<b>Arrangement:</b>	Permanent, Full Time
<b>Grade:</b>	L7 – L11

### Purpose of the post:

- Carrying out the professional duties of a teacher as circumstances may require and in accordance with academy policies, under the direction of the Principal.
- Communicating clear purpose and vision to the department.
- Contributing to the strategic development of the academy by implementing whole academy new initiatives, monitoring and reporting on key outcomes, to ensure the department meets academic targets.
- Providing clear, cohesive leadership and direction in department and motivating teaching and support colleagues in developing innovative strategies to enhance the quality of learning, teaching and achievement.
- Ensuring the implementation of the intervention model following every data collection cycle across the department.
- Promoting the achievement of high standards through effective teaching and learning within Science, preparation, evaluation and action planning.
- Modelling the vision and values of the academy.
- Implement the department development Plan / SEF to secure continuous improvement and quality outcomes for all students.
- Receiving and acting on feedback to build on the strengths and improve personal performance within the academy systems.
- Taking into account and constantly reviewing academy contextual factors and prior attainment when planning and teaching lessons.
- Working in a cross-curricular way to support Science across the academy in the use of active learning approaches to enrich curriculum and skills delivery.
- Recognising, promoting and celebrating diversity.

### Responsible for:

- Line management of department staff.
- All department resources and budget.
- Supervision and progress of students in allocated classes.
- Supervision of work of any classroom support staff during times they are allocated to classes.

**Develop and sustain Science leadership across the academy through:**

- To develop and review syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- To oversee day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources.
- To actively monitor student progress and ensure appropriate intervention is put in place.
- To work with the Assistant Principal to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the department's support staff.
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with the cover supervisor/relevant staff to secure appropriate cover.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with academy procedures.
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.
- To manage the available resources of staff, finance, space and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget.
- Maintain departmental tracking data with evidence of intervention and impact.
- Champion best practice, demonstrating teaching skills and leadership qualities necessary to command respect, and encourage commitment to raising standards.

**Develop and sustain teaching and learning in Science across the academy through:**

- To liaise with the Assistant Principal to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy Development Plan.
- To be accountable for the development and delivery of the department's curriculum.
- To keep up to date with and respond to national developments in Science and teaching practice and methodology.
- To produce an analysis of data following every data collection cycle to identify students and staff who require intervention and support.
- Devise, implement and monitor SoL to ensure they focus on consistent and effective learning and teaching to produce progression for all, including appropriate differentiation.
- Analyse and interpret data on students' achievement and attainment across the department and identify intervention strategies to improve these.
- Monitor the quality of learning and teaching across the department through the use of observation, work scrutiny, student data and student voice.
- Work to student targets and ensure that the impact of intervention is tracked through a range of strategies.
- Take account and review academy contextual factors and prior attainment when planning and teaching lessons.
- Reflect on the success of teaching strategies, individual lessons and SoL in meeting the needs of students.
- Take part in coaching and mentoring programmes to support colleagues and develop own practice.
- Strive for outstanding lessons across the department.
- Provide good quality assessment using formative and summative methods in conjunction with the academy's policy.
- To ensure all staff feel confident in the accurate assessment of students' progress through departmental moderation procedures.

- To ensure that all members of the department are familiar with departmental aims and objectives within the framework of the Academy Development Plan.
- To disseminate information from HoD meetings.
- To ensure effective communication / consultation as appropriate with the parents of students.
- To liaise with partner schools / academies, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- Develop communications and training with staff in department methodology.
- Take responsibility for co-ordination, planning and execution of immersion days.
- Adapt lessons and identify next steps in response to evaluation of student progress.
- Set effective homework and extension work to encourage and enliven student learning.
- Ensure differentiation and personalisation of learning for all students.
- Co-ordinate displays with regards to events, opportunities and work which promote the department / academy.

#### **Develop and sustain Science support across the academy through:**

- To secure accurate assessments are made for all students and that standardisation is undertaken across the department.
- To ensure that the intervention model is implemented across the department.
- To ensure that targeted intervention is put in place for all students who are not predicted to achieve their target grade.
- To comply with the academy's safeguarding procedures and to report concerns to the Designated Child Protection Officer.
- To ensure the behaviour management system is implemented in the department so that effective learning can take place.
- Take the leading role in upholding standards of behaviour and classroom management within the classroom and the academy environment.
- Through the role, develop systems which address the social health of students to raise standards.
- Promote the consistent and fair use of the consequences system within the classroom and the academy environment.
- Be the first line of contact for parents and carers concerns with regard to their child's performance and well-being.
- Perform the duties of a Tutor if required, including the provision of impartial information, advice and guidance for students.
- Ensure that the department supports the academy's implementation of all current statutory requirements e.g. SEN, Child Protection.

#### **Data processing and security**

- To ensure strict confidentiality in all areas of work.
- To work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records).

#### **General**

- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.
- To comply with the Trust and academy's policies and procedures at all times.

This job description will be reviewed annually and may be SUBJECT to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the academy in relation to the postholder's professional responsibilities and duties. Elements of this job description and changes to it may be agreed at the request of the Principal or the incumbent of the post.

This post is SUBJECT to the current conditions of employment for Teachers contained in the School Teachers' Pay and Conditions Document.

Postholders will be expected to comply with any reasonable request from a Senior Leader to undertake work of a similar level that is not specified in the job description.

**Thornaby Academy and Falcon Trust are committed to Safeguarding and promoting the welfare of children and young people.**

**All appointments are subject to satisfactory checks prior to and throughout the duration of employment. All checks are mandatory and must be completed to the satisfaction of the Trust before a conditional offer of employment is confirmed.**

#### NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description will be reviewed regularly and it may be subject to modification or amendment at any time. This job description does not form part of the contract of employment. It describes the responsibilities that the post holder is expected to perform.