

## **Job Description**

**Post: Assistant Headteacher (Science)**

**Salary: L11 – L15**

**Responsible to: Head of School**

**Main Purpose:** To work with the Head of School to provide professional leadership for the quality of Teaching and Learning, securing the highest quality education for all students, and excellent standards of learning and achievement.

**Introduction:** The Assistant Headteacher will have delegated responsibility specifically for Science. The duties outlined in this job description are in addition to those covered by the latest School Teacher's Pay and Conditions Document.

### **Core responsibilities and Duties:**

- To work with the Head of School, Governors and Senior Leadership Team to formulate and shape the aims and vision for the Academy to ensure the best possible outcomes for all students.
- Act as role model for all members of the Academy community promoting high expectations of the quality of teaching and learning, attendance and behaviour.
- To keep up to date with national and local educational developments, which fall within the overall remit of the Senior Leadership Team but specifically for Science and provide information for staff, Governors and others as an appropriate.
- Make leading and significant contributions to the Academy Improvement Plan.
- To actively contribute to the Senior Leadership Team attending weekly meetings and other relevant meetings as may be required.
- To undertake joint responsibility, with other members of the Senior Leadership Team for School Self Evaluation and Performance Management.
- To act as a link manager for Science.
- To undertake joint responsibility with other members of the Leadership team for the development of effective teaching and learning within the Academy and the highest possible standards of behaviour.

- To actively promote and develop Academy's positive ethos and culture.
- Develop, review and support Academy policies to ensure their effective implementation.
- Take an active role in the appointment of staff.
- Attend and contribute to Local Academy Council meetings as appropriate.
- Be accountable for the planning and expenditure of delegated budgets within the remit of the post.
- To undertake responsibility for identified strategic areas of Academy leadership as negotiated with the Head of School.

### **Specific Responsibilities**

#### **Teaching, Learning, Assessment and Achievement:**

- Promote excellence and innovation and to demonstrate high quality, focused teaching which leads to improved outcomes for young people.
- To ensure consistent provision and delivery for all young people in Science, which ensures key curriculum areas have absolute clarity.
- To work with senior leaders to develop a curriculum which promotes resilience and life-long love for learning and to ensure that curriculum plans embed exam board requirements.
- To develop, review and co-ordinate highly effective and well-resourced schemes of work with regular assessments, ensuring these maximise learning opportunities using latest research (supported our dedicated Science Research Lead) and embed learning over time for key practicals; formulae; mathematical skills; key terminology; content and its application.
- To coordinate, plan, deliver and monitor impactful intervention within Science, as well as developing high quality resources for revision, intervention or enrichment sessions.
- To ensure robust systems for monitoring and quality assurance of teaching and learning in Science are in place, looking at the totality of teaching over time.
- To analyse performance data and conduct question level analysis to ensure that young people are appropriately targeted for support.



- Monitor and evaluate performance of the Academy and report to the Head of School/Executive Head and Local Academy Council as required.
- To contribute to the Academy's programme of CPD for all staff, underpinning it with rigorous research evidence, including working collaboratively within the North East Learning Trust.
- Further develop the research capacity of the Academy by drawing on expertise from the Research School.

The list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager 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, in consultation with you, may be changed by the Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.

