

## **Job Description**

**Post:**                    **Head of Science**

**Salary:**                **MPR/UPR  
Plus TLR 1c**

You will be required to carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.

In addition to the duties above you will be required to demonstrate the leadership skills specified in the National Standards for Subject Leaders and to undertake the following responsibilities in relation to the post:

### **Generic Responsibilities:**

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.
- To act as a Curriculum Lead and be responsible for leading and developing this area.
- To develop and enhance the teaching practice of others.
- To monitor and support the overall progress and development of students as a manager within the curriculum area and as a Form Tutor.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

### **Strategic:**

- To coordinate the delivery of the Science curriculum, resources, schemes of work, marking policies, assessment and teaching strategies in the department.
- The day-to-day management, control and operation of the curriculum provision within the department.
- To monitor and follow up student progress.
- To implement school Policies and Procedures.
- To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the school.
- To ensure that the planning activities of the department reflect the needs of the students and the aims and objectives of the school.
- To manage the application of Science in the Curriculum area.

**Curriculum:**

- To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To maintain accreditation with the relevant examination and validating bodies.
- To promote and develop appropriate extra-curricular and community activities within the department.

**Staffing:**

- To work with SMT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To contribute to Personal Development Review and to act as reviewer for a group of staff within the designated department.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To ensure the effective efficient deployment of classroom support.
- To participate in the school's ITT programme.

**Quality Management:**

- To ensure the effective operation of quality control systems.
- To set targets within the department and to work towards their achievement.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all relevant curriculum areas within the department.
- To contribute to the school procedures for lesson observation.
- To implement school quality procedures and to ensure adherence to those within the department.
- To participate in the monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To implement modification and improvement where required within the relevant curriculum area.
- To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system.
- To produce reports within the quality assurance cycle.
- To identify appropriate courses and coordinate exam entries within the department.

**Pastoral Support :**

- To monitor and support the overall progress and development of students within the curriculum area
- To monitor student attendance together with students' progress ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description.
- To contribute to SMSC according to the school policy.
- To implement the Behaviour Management system in the department so that effective learning can take place.

**Other Specific Duties :**

- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To actively engage in the staff review and development process.
- To undertake any other duty as specified by STPCB not mentioned in the above.

The above 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 Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.