JOB DESCRIPTION

Head of Science

JOB TITLE: Head of Science

REPORTING TO: Assistant Head Teacher for Science

JOB PURPOSE

To provide professional leadership and management of science in order to secure:

- the delivery of high quality courses at all levels;
- high achievement outcomes for all pupils;
- effective cross-curricular and curriculum enrichment in line with the school's ethos;
- effective use of teaching and learning resources.

Key Responsibilities:

1. Strategic Leadership:

Key Tasks
1.1 to establish science's vision, aims, priorities, targets and action plans
1.2 to identify and plan high quality courses
1.3 to recruit high quality staff, having proper regard to employment law and equal opportunity legislation.
1.4 to champion innovative use of ICT and new technologies in teaching, learning and assessment
1.5 to model whole school teaching, learning and assessment policies in own practice
1.6 to lead on the delivery and provision of physics across all key stages

2. Planning and setting high expectations:

Key Tasks
2.1 to establish a shared understanding of the characteristics of high quality teaching, learning and assessment and the main strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils
2.2 to set expectations and standards for staff and pupils in relation to standards of pupil achievement and the quality of teaching, learning and assessment

2.3　to establish with the involvement of relevant staff, short, medium and long term plans for the development and resourcing of the curriculum area which:

(a) identify realistic and challenging targets for improvement
(b) are understood by all those involved in putting the plans into practice
(c) are clear about action to be taken, timescales and criteria for success

2.4　to set realistic but challenging pupil targets

3. Curriculum:

Key Tasks　3.1　to ensure that teaching and learning satisfies course requirements and is tailored to meet the personal learning needs of all pupils, including disadvantaged and those with special educational needs

3.2　to ensure that teachers and support staff are clear about the teaching objectives in lessons, understand the sequence of teaching and learning in the subject and communicate such information to pupils

3.3　to ensure that courses are coherent and lead to progression

3.4　to ensure that programmes for learning contribute to relevant cross-curricular themes, including as appropriate, British values, PSHE, SMSC, literacy, numeracy, communication and ICT

3.5　to ensure that programmes for learning provide a wide range of enrichment activities

3.6　to provide taster sessions for students considering opting for triple science at KS4 and A level sciences at KS5

3.7　to ensure that team members keep up-to-date with changes to national curriculum programmes of study and all academic and vocational specifications at KS4 and KS5

3.8　to provide opportunities for students to explore relevant career pathways in science and engineering

4 Teaching, learning and assessment:

Key Tasks　4.1　to ensure that guidance is provided on the choice of appropriate teaching, learning and assessment methods to meet the needs of all pupils

4.2　to ensure that all pupils experience an imaginative and vibrant learning environment that enables them to make rapid and sustained progress

4.3 to lead the monitoring and evaluation of the quality of teaching, learning and assessment within science and engineering e.g. through learning walks and book trawls.

4.4 to ensure that the deployment and effectiveness of support staff is monitored within lessons and where withdrawal groups are deemed relevant

4.5 to ensure that all pupils are set relevant and appropriate homework in accordance with school policy

4.6 to ensure that all pupils are provided with detailed feedback, both orally and through marking, so that they understand how to improve their work

4.7 to ensure the effective development of pupils' individual and collaborative study skills in preparation to sit external exams

4.8 to establish and implement clear policies and practices for assessing pupil achievement and setting targets for further improvement

4.9 to maintain an assessment folder of pupils' work used to arrive at progress grades

5 Monitoring, evaluating and reporting

Key Tasks
5.1 to regularly monitor and analyse pupil data to identify pupils or groups of pupils in need of additional support

5.2 to lead, monitor and evaluate intervention strategies to improve the performance of underachieving pupils or pupil groups

5.3 to ensure that all RoP and annual report deadlines are met and that content has been checked for consistency and quality

5.4 to liaise with the Examination Officer to ensure that pupils taking external exams are entered for the correct examination by deadlines set

5.5 to monitor the progress made in achieving subject development plans and targets, evaluate the effects on teaching and learning, and use this analysis to inform further improvement

5.6 to establish a partnership with parents/carers to involve them in their child's learning, as well as providing them with information about courses, targets, progress and attainment

5.7 to ensure that pupil achievement and success is recognised and celebrated through the school's reward system

6. Managing and developing staff and other adults:

Key Tasks
6.1 to establish clear expectations and constructive working relationships among staff, appropriate evaluating practice and an acceptance of accountability

6.2 to lead and facilitate professional development within the team
6.3 to provide support and guidance to new team members
6.4 to monitor the performance of team members

7. Managing resources:

Key Tasks
7.1 to identify staff and resource needs and advise the SLT of likely priorities of expenditure and allocate available resources efficiently to provide value for money
7.2 to organise and co-ordinate the deployment of learning resources and monitor their effectiveness
7.3 to maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range of resources from within the school and from outside

8. Managing own performance and development:

Key Tasks:
8.1 to prioritise and manage own time effectively, particularly in relation to balancing the demands made by teaching and leadership
8.2 to take responsibility for own professional development

9. Other duties:

Key Tasks:
9.1 to undertake the role of a Form Tutor
9.2 to undertake the role of a Duty Supervision Team member
9.3 to undertake any additional duties which may reasonably be required by the Principal from time to time (current School Teachers' Pay and Conditions Document)