

Job Description

JOB TITLE:	Head of Science
GRADE:	L1- L6
RESPONSIBLE TO:	Headteacher
RESPONSIBLE FOR:	Leadership & Management of Science
JOB PURPOSE:	To secure and account for effective learning, appropriate achievement and educational, social and personal progress of all students, consistent with the aims of the school and the unique needs of each individual learner
KEY RESPONSIBILITIES:	<ul style="list-style-type: none"> • Establish and lead the strategic development of Science consistent with the agreed aims and policies of the school, including the production, monitoring and review of development plans. • Secure and sustain effective learning for students through leading the well-planned and effectively organised teaching within Science including the professional development of staff. • Lead, manage and support staff and students within Science to sustain motivation and commitment to high standards of learning and care. • Plan and be accountable for the effective deployment of allocated resources within Science to secure high quality learning experiences. • Maintain an up-to-date knowledge and understanding of teaching in relation to Science and advise the Headteacher and governors of suitable developments for the effective teaching in or management of Science. • Ensure the effective assessment of students across Science to facilitate the tracking of performance and promote learning through formative assessment. • Ensure the maintenance of appropriate records in Science to demonstrate progress made by students. • Monitor the progress of students within Science through lesson observation and the analysis of assessment data and intervene to promote improved progress where appropriate.

	<ul style="list-style-type: none"> • Maintain a department handbook containing aims policies, self-evaluation information, results data and development plans. • Organise the department's programme of meetings, including the circulation of agendas and minutes and to ensure the productive use of meeting time. • Maintain an environment within the department that promotes high quality teaching and learning. • Monitor health and safety matters within the department and adhere to the school's Health and Safety Policy. • Be responsible for placing Risk Assessments in each classroom and ensuring staff understand them. • Take responsibility for the Performance management of other staff as directed by the Headteacher. • Coach members of the department to develop teaching and learning pedagogy in line with the incremental coaching process of performance management. • Attend Subject Leader meetings. • Ensure equality of opportunity for staff and students within Science. • Report to the Headteacher in accordance with school procedures. • Safeguarding and Promoting the Welfare of Students <p>Working with the Designated Child Protection Person the post holder will:</p> <ul style="list-style-type: none"> • Identify and record any child protection concerns. • Contribute information as required for Common Assessment or Multi-Agency meetings. • Act at all times in line with the school's Child Protection procedures. <ul style="list-style-type: none"> • To fulfil all of the requirements and duties set out in the current Pay and Conditions Documents relating to the conditions of employment of teachers. • To meet the National Standards for Subject Leaders.
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	<ul style="list-style-type: none">• To achieve any performance criteria or targets related to the management post arising from the School's Performance Management arrangements.
Issue date:	December 2024

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Relevant degree 	<ul style="list-style-type: none"> • Leadership Qualification – NPQML or equivalent. 	<ul style="list-style-type: none"> • Application form
Experience and Skills	<ul style="list-style-type: none"> • Experience of Key Stage 3/4 in Science • Experience of planning and delivering curriculum at relevant KS and/or subject(s) • Strong interpersonal skills and ability to play a full role in the team • Flexibility and desire for professional 	<ul style="list-style-type: none"> • Experience of teaching in more than one school • Leadership experience • Experience of coaching colleagues 	<ul style="list-style-type: none"> • Application form • Interview
Knowledge	<ul style="list-style-type: none"> • A thorough knowledge and understanding of all relevant aspects of the National Curriculum in relation to the post • Ability to express a clear vision for Science. • Assessment for learning strategies • Development in the classroom or towards a leadership role • Ability to handle situations with discretion, tact and diplomacy • Ability to analyse class and department data and identify suitable interventions. 	<ul style="list-style-type: none"> • Knowledge of KS2 curriculum in order to aid transition. • Knowledge of “Assessment without Levels” strategies • Strong ICT skills. • Ability to work independently and use initiative in a supportive environment. • Staff Management experience 	<ul style="list-style-type: none"> • Application form