



Job Description

St Augustine's Catholic College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires a satisfactory enhanced DBS disclosure.

Job Title: Head of Science

Reports to: Assistant Headteacher

Pay: MPS/UPS plus TLR1a

Hours: Full time, maternity cover

Job Purpose: To provide effective leadership and management and thereby build and maintain an effective teaching team which continually enhances the quality of learning and achievement. To support and promote the vision and values of the College in and beyond the classroom.

The College's policy statements provide a framework for all members of staff to ensure the College's aims and objectives are achieved. Members of staff are expected to familiarise themselves with the policy documents which are available on the College website and work within their parameters.

Main Responsibilities

Organisation

- To inspire department members by personal example, determination and commitment
- To effectively manage the human resources at the Department's disposal, including teaching, nonteaching and support staff.
- To be responsible for continuously improving the quality of teaching and learning in the Department by monitoring and reviewing standards and providing evaluation feedback to bring about further improvement.
- Ensuring high standards of learning, addressing any issues evident from internal and external reports, self-review, or OFSTED inspection where learning falls below the required standards. This includes out of hours learning (homework). To be responsible for maintaining good behaviour in the Department including supporting staff during lessons when appropriate.
- To play a major role as a middle leader in the development of all aspects of the College, including its policies and their implementation.
- Ensuring that all courses have schemes of work that enable examination objectives and other whole College objectives to be met. Ensuring that those courses are appropriately resourced.
- Ensuring that learning is personalised through good use of assessment data and good assessment practice including focused work for all ability levels including those with Special Educational Needs and those who are identified as Gifted and Talented.
- Ensuring value for money and the effective deployment of the department's annual budget
- Participate in the College Performance Management process, and engage in professional development activities to enhance personal performance, fulfil professional potential, and be able to participate effectively in the implementation of the College ambitions and Development Plans.
- All employees of St Augustine's Catholic College are expected to be supportive of the Christian ethos of the college, its vision and core values.
- To ensure the effective organisation, storage and use of department resources.
- To ensure effective communication regarding extracurricular activity to parents, students and staff. Where appropriate, responsibility for the NEA for both GCSE and A Level.
- To manage the department's contribution to the school newsletter and website.

Curricular/Departmental Development

- To contribute towards continuity and progression within the whole College curriculum.
- To oversee the Department development plan, its implementation and the part it plays in the whole College development.
- To lead the development of the subject curriculum, ensuring that comprehensive schemes of work are in place which include a range of teaching and learning styles providing a rich experience for students, and to incorporate a variety of assessment methods at key points to enable accurate judgements on pupil progress.
- To embed literacy as part of the department's curriculum.
- To develop departmental strategies for the students' spiritual, moral, social and cultural development, including PSHE. To monitor and evaluate the teaching in the Department by undertaking regular lesson observations, learning walks and work scrutiny.
- To develop departmental strategies and procedures (using national and school guidelines) for teaching and learning for students with special educational needs.
- To work with the SENCO to ensure IEPs are used to set subject-specific targets, and to match curricular materials and approaches to pupil needs.

General

- To be a Tutor to an assigned Tutor Group if required, and to carry out related duties in accordance with the general job description of Tutor.
- To meet regularly and work with the appropriate 'SLT link' for professional support and to develop effective departmental management.
- To oversee and monitor the accuracy of exam entries and dates and to work effectively with the exam officer.
- To act as the initial person for others to contact regarding all issues relating to the subject.
- To oversee and monitor liaison with other curriculum coordinators in order to develop integrated schemes of work, e.g. Mathematics, SEN, ICT and PSHE.
- To inform staff about new developments and ideas related to the subject and wider education policy and the Department.
- To co-operate with the Health and Safety management and inspection process.
- To manage the provision of information to parents/carers and other staff about curricular choices, and choice of teaching groups for individual students and groups of students.
- To provide helpful and accurate responses to parents/carers enquiries.
- To manage the Department's contributions to the School website.
- To forge appropriate and mutually beneficial links with local and national groups (relevant to aspects of the specification) and other institutions.
- To manage the Department's contribution to the School Prospectus and other publicity materials.
- To oversee the organisation of trips and visits as organised by the Department.
- To provide or organise in-service training for the department staff (teaching and non-teaching) as appropriate.
- To have day-to-day responsibility for the monitoring, support and assessment of ECT's.
- To delegate tasks in a way which maximises the use of available talent, experience and enthusiasm and provides development opportunities for all staff.
- To use the Performance Management cycle to assist in enhancing the professional development aspirations of colleagues.
- Organisation of and attendance at Open Evenings and other school occasions to promote the department. -As specified in the current School Teachers' Pay and Conditions Document, the Contract of Employment and the attached Generic Role description.
- All staff share responsibility for the pastoral care of students and will be assigned duties.
- To carry out a share of supervisory duties in accordance with published rotas.
- Support Teaching partners or Support Staff with day to day issues.
- Ensure effective communication with all colleagues (teaching and support staff).
- This Job Description is current at the date shown but in consultation with you may be changed by the Headmaster to reflect anticipate changes in the job commensurate with the grade and job title.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.