

## Job description

<b>Job title:</b>	Head of Science
<b>Grade:</b>	Dependent on Experience
<b>Hours / weeks:</b>	Full-time
<b>Contract type:</b>	Permanent
<b>Start date:</b>	1st September 2024
<b>Reports to:</b>	Deputy Headteacher / Headteacher

### Job purpose

- To provide professional leadership for the whole Faculty of teaching and non-teaching staff, having responsibility for delivering high-quality teaching with the aim of helping students develop a broad base of skills through practical, investigational and theoretical work at both Key Stage 3, 4 and 5.
- To contribute to the overall ethos, work and aims of the Academy.

### Main responsibilities

- To be accountable for managing the subject leaders and heads of department within the Faculty and the development of the Faculty in every year group as the Academy grows.
- To create a positive ethos and a shared understanding of the importance of Art & Design within the Academy – and of the short, medium and longer term plans for its development.
- To identify and promote best practice within the Faculty.
- To lead Faculty team meetings, prepare agendas and be responsible for managing minutes.
- To support Faculty teaching and non-teaching staff, to ensure that they understand and are actively implementing the key aspects of the Academy's Behaviour Policy.
- To prepare Faculty SEF and Improvement Plans as part of the monitoring and evaluation cycle.
- To support, facilitate and monitor the progress of the Faculty Improvement Plan to ensure that it makes a contribution to the whole school improvement plan (SIP).
- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To oversee all aspects of the Faculty's standards and provisions, such as:
  - Homework;
  - Quality of teaching and learning;
  - Quality and presentation of student work;
  - Faculty student behaviour;
  - Faculty Schemes of Work;
  - Faculty exam entries.
- To observe lessons on a regular basis to evaluate the quality of teaching and to identify and promote good practice within the Faculty.
- To make effective use of data to help in monitoring standards of learning and teaching, and to identify under-performance of students as well as those with high potential.

- To establish and implement policies and procedures for assessing, recording and reporting student progress and for relating this to previous performance, and to potential including those with particular needs (SEN).
- To ensure that each staff member of the Faculty is clear about the Faculty's teaching objectives and methods that will challenge each student and enable them to achieve their full potential.
- To ensure that the aims, objectives, curriculum coverage, teaching strategies, assessment and reporting procedures and risk assessments are kept up to date in the Faculty's Handbook and Schemes of Work.
- To be accountable for the professional management of the Faculty budget.
- To line manage Faculty staff and to make recommendations about their professional development.
- To participate fully in appraisal / performance development procedures of teachers and technicians in the Faculty, assisting them in personal target setting and in developing to their full potential.
- To establish positive working relationships and clear expectations with the technician team.
- To take an active part in arrangements for recruiting, inducting and supporting new staff, and in covering for absent staff.
- To lead on communicating with parents, including VLE, website, etc.
- Contribute and engage in extra-curricular subject-related activities and calendared performances to develop the department.

## Teaching & learning

- Plan, prepare and deliver purposeful and productive lessons to assigned classes.
- Be prepared to innovate and devise imaginatively varied ways of teaching their subjects to inspire pupils.
- Develop pupils' familiarity, competence and confidence within the subject and encourage pupils and show enthusiasm for their subject in the classroom.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students in the subject area in accordance with the Academy aims and policies.
- To ensure that all school policies and procedures are implemented and applied consistently by all staff in the subject area.
- Provide challenges for every pupil and encourage all pupils to achieve their potential.
- Mark work according to departmental and Academy marking policies, giving appropriate feedback and maintaining records of pupil's progress in their subject.
- Demonstrate an awareness of assessment for learning strategies and personalise the learning of all pupils, as appropriate.
- Select and use a range of different learning resources and teaching styles, appropriate to subject and topic.
- Use teaching strategies that allow for the full range of ability and learning styles in each class, particularly considering the learning needs of LDD pupils.
- Research new topic areas and maintain up-to-date subject knowledge.
- Undertake report writing and the award of internal grades as required.
- Contribute imaginatively to the co-curricular, extra-curricular and sporting programmes of the Academy as required by the Deputy Headteacher, and be prepared to run or assist with activities beyond lesson times and on Saturdays when required.

## Pastoral

- To liaise with Heads of Year, Form Tutors and parents about student performance and matters of discipline.
- Ensure that they are familiar with the Academy's health and safety guidance and be responsible for their own health and safety and that of their pupils.

- Manage pupil behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the Behaviour Policy (and the Disciplinary Framework) and to enforce the pupils' Code of Conduct and Dress Code.

## Other

- Support and foster the aims of the Academy.
- Make themselves familiar with the contents of the Staff Handbook, the Academy's aims and policies and endeavour to follow these closely.
- Carry out such duties, including cover for absent colleagues as per the academy policy in line with reduced timetable as are allocated to them by the Senior Leaders, punctually and efficiently.
- Attend staff meetings, parents' evenings, INSET sessions and similar important functions both in and out of normal Academy hours, and participate in the main Open Day for prospective parents and pupils.
- Notify their line manager as early as possible if they are going to be absent from the Academy and set rigorous, appropriate work and follow the Academy's policy for notifying.
- Attend relevant in-service training each year, after obtaining the consent from their line manager.

*The duties and responsibilities listed above describe the post as it is at present. This role will be reviewed annually as part of the performance appraisal process and the post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

*Westfield Academy is committed to safeguarding and promoting the welfare of Children and Young people. To meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

## Person Specification

Attributes	Essential (or expected to train/qualify to that standard)	Desirable
<b>General</b>	<ul style="list-style-type: none"> <li>• Excellent presentation skills</li> <li>• Discretion, probity, honesty &amp; integrity</li> <li>• Intellectually and organisationally agile &amp; efficient</li> <li>• Open to new directions – continuously pro-active whilst planning and structuring what needs to be done to translate aspiration into reality</li> </ul>	
<b>Qualifications &amp; training</b>	<ul style="list-style-type: none"> <li>• Related subject degree from a recognised university</li> <li>• Qualified teacher status with a minimum 3 years' experience</li> <li>• Experienced in teaching all three sciences to KS4 and expertise in at least one of the sciences.</li> </ul>	<ul style="list-style-type: none"> <li>• Master's or equivalent</li> <li>• First Aid training</li> </ul>
<b>Relevant experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience of effectively coaching and development team members</li> <li>• Proficient in ICT and willing to develop its use within the Faculty</li> <li>• Enthusiasm for Biology, Chemistry and Physics and an ability to communicate it to students at all levels</li> <li>• Experience of working as part of a curriculum team to design and develop resources to support learning</li> <li>• Proven record of developing schemes of work and of raising attainment</li> </ul>	<ul style="list-style-type: none"> <li>• G-Suite</li> <li>• Previous experience in a multicultural setting</li> </ul>
<b>Knowledge, skills &amp; abilities</b>	<ul style="list-style-type: none"> <li>• Knowledge of a range of pedagogic approaches to cater for different learning styles, ensuring all students engage</li> <li>• Up-to-date subject knowledge</li> <li>• Can stretch the most able GCSE pupils</li> <li>• An understanding of what constitutes effective teaching for learning</li> <li>• The capacity to form positive learning-centred relationships with young people from a diverse range of backgrounds</li> <li>• Inspiring colleagues to deliver the best teaching possible</li> <li>• Excellent classroom practitioner</li> </ul>	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to improving teaching and learning, and continued professional development</li> <li>• Flexible approach and readiness to respond to individual pupil needs</li> <li>• Commitment to safeguarding and the welfare of pupils</li> <li>• Willingness to be involved in the wider life of Academy</li> </ul>	