**JOB DESCRIPTION**

**Title:** Curriculum Lead - Science (Chemistry)

**Salary:** MPS / UPS plus TLR2c

**Contract:** Full Time, permanent

**Reports to:** Head of Department – Science

**Liaison with:** Senior Leadership Team, Teaching Staff, Support Staff

# Job Purpose

To provide effective support for the leadership and management of the science department and thereby build and maintain an effective teaching team which continually enhances the quality of learning and achievement. The post holder will be designated a specific responsibility for one area of the Science curriculum, this will be reviewed on an annual basis.

# Principal Accountabilities

The Professional duties of teachers, (other than the Headteacher) are set out in the School Teachers pay & Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below:

Support the Head of Department in:

* Planning and managing associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment within the delegated area of responsibility;
* Giving guidance, support and encouragement to staff and leading development sessions;
* Securing the highest standards of pupil achievement, monitoring and evaluation of pupil achievement and setting targets for improvement;
* Monitoring individual and groups of student’s progress against targets within the subject as identified and agreed by HOD and RSL;
* Monitoring students’ progress and performance in Science (within the delegated area of responsibility) with the class teacher in relation to targets set for each individual, ensuring that personalised interventions are actioned where necessary.

**Duties**

#  Leadership

* Inspire members of the Science department by setting high personal standards.
* Play a major role in the Science department through the leadership of one area of the curriculum as delegated by the Head of Science.
* Assist in maintaining discipline in the department including supporting staff during lessons when appropriate.
* Identify and applaud areas of success for individual teachers and the department.
* Help create an effective team by promoting collective approaches to problem-solving and curricular/department development, e.g. consult when planning courses of study and producing resources as a team.
* Implement school assessment and target setting policies, and make effective use of data to monitor and evaluate the achievement and attainment of pupils in delegated area of responsibility.
* Initiate/maintain the provision of extra-curricular activities, e.g. the use of resources after school/during lunch-breaks or a club, etc.

# Curricular/Departmental Development

* Contribute towards continuity and progression within the whole school curriculum.
* Contribute to the department development plan, its implementation and the part it plays in the whole school development.
* Develop with others comprehensive schemes of work which include a range of teaching and learning styles providing a rich experience for students, and incorporate a variety of assessment methods at key points to enable accurate judgements on student progress.
* Develop with others departmental strategies for the students’ spiritual, moral, social and cultural development, including citizenship.
* Assist in monitoring and evaluating the teaching in the department.
* Develop departmental strategies and procedures (using national and school guidelines) for teaching and learning for pupils with special educational needs.
* Work with the SENCO to ensure IEPs are used to set subject-specific targets, and match curriculum materials and approaches to pupil needs.
* Ensure that the department supports the School’s implementation of all current statutory requirements, e.g. Disability Discrimination Act, Access to Work, SEN, Equal Opportunities, Child Protection.

# Liaison/Communication

* Meet regularly and work with the Head of Science and other leaders within the department for professional support and to develop effective departmental management.
* Oversee and monitor the accuracy of assessments and work effectively with the exam officer on examination entries.
* Liaise with other curriculum areas in order to develop integrated schemes of work, e.g. Numeracy, Literacy, SEN, ICT and Citizenship.

# General

* To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
* To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
* Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy.
* The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
* The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade”.

# Person specification

|  |  |
| --- | --- |
| criteria | qualities |
| **Qualifications and training**  | * Qualified teacher status
* Degree
 |
| **Experience** | * Successful teaching experience
* Experience planning and delivering interventions for pupils
* Experience of supporting colleagues to develop
* Experience delivering training
 |
| **Skills and knowledge** | * Knowledge of the National Curriculum
* Knowledge of effective teaching and learning strategies
* Knowledge of the barriers to learning that pupils may face
* Tailoring plans and interventions to individual pupils
* An excellent understanding of how children learn
* Ability to adapt teaching to meet pupils’ needs
* Ability to build effective working relationships with pupils
* Ability to establish curriculum development, assessment and co-ordination
* Knowledge of guidance and requirements around safeguarding children
* Knowledge of effective behaviour management strategies
* Able to use systems and to conduct analysis and produce reports
* Good ICT skills, particularly using ICT to support learning
 |
| **Personal qualities** | * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
* High expectations for children’s attainment and progress
* Ability to work under pressure and prioritise effectively
* Commitment to maintaining confidentiality at all times
* Commitment to safeguarding and equality
 |