



Developing minds, creating futures and striving forward together

Post	Head of Science
Grade	TLR 1b (or possibly 1c with additional responsibilities)
Responsible to	Deputy Headteacher/Headteacher
Responsible for	All 3 sciences (with specific responsibility for leading in a specialist area)
Working hours	In accordance with STPCD

Everyone at Borden Grammar School works to fulfil our School Plan, with every teacher fulfilling the DfE Teacher Standards. Our school motto means to 'strive forward together' and we expect everyone in our community to have this as their goal. More specifically, we expect teachers to

1. Make sure young people of all abilities, ages and backgrounds fulfil their potential
2. Engage all young people to participate in interesting learning and stimulate a love of knowledge
3. Develop into exceptional teachers
4. Unlock and develop their students' creativity and independence
5. Demonstrate that learning continues well beyond lessons
6. Develop the Borden values so that students are respectful, creative, resilient, courageous and kind

Teachers with TLR posts at any level must demonstrate these **Qualities of Leadership**.

We expect that members of our community who have leadership roles should

1. Exhibit our Borden values and care about ethical leadership
2. Show vision, conviction and authority, leading by example
3. Build a team through a combination of dynamism, sensitivity, innovating, communicating, managing, monitoring, evaluating, praising and supporting staff
4. Be organised, understanding what needs to be done, doing it right, and on time
5. Positively uphold our procedures and school improvement plan
6. Know your subject area of responsibility and keep up-to-date
7. Lead learning by demonstrating high quality work with excellent outcomes
8. Develop colleagues through encouragement, performance management and providing opportunities
9. Support young people by maintaining good discipline and helping them meet high expectations

All teachers are expected to fulfil roles as Form Tutors where assigned and in Performance Management as appropriate.



Job Description

Head of Science

Striving Forward Together

Key Responsibilities as Head of Department:

Leadership and Management

- Lead and promote high quality teaching and learning throughout the school by modelling and sharing good practice, embracing innovative ideas, motivating staff in your department, to become good and outstanding practitioners.
- Organising, orchestrating and undertaking quality assurance processes across the department, holding people to account; including data tracking, lesson observation, work scrutiny, learning walks and focus groups.
- Appraise staff according to the school's appraisal structure and monitor progress towards improvement objectives. Oversee CPD needs and opportunities.
- Meet regularly with your line manager to review the progress of all students and objectives identified in the departmental and improvement plan.
- Take responsibility for the care, welfare and safety of staff in your department including safeguarding and health & safety issues related to your subject
- Manage a department budget and monitor correct expenditure of allocated funds.
- Keep abreast of new research and developments in terms of curriculum and pedagogy for your subject area
- Evaluate the impact of your leadership on the quality of teaching and learning.
- Lead and assign proportionate responsibility amongst the team for detailed curriculum development and CPD in line with national guidelines.
- Oversee: the allocation of students to groups; decisions on tiers of entry etc.
- Lead department meetings according to the calendar, with a published agenda, actions and outcomes.

In accordance with the criteria and factors for Teaching and Learning Responsibility Payments you will be required to meet the following standards whilst working with other relevant teachers in the department:

1. Leading, developing and enhancing the teaching practice of others:

- Maintain expertise relating to subject area, courses available and curriculum developments, and share this with other team members.
- Act as a role model of good practice for others, modelling effective strategies and use of data and resources with them.
- Through direct lesson observation of each team member, monitor and evaluate standards of teaching and application of whole school policies.
- Through discussion with the line manager, plan and implement strategies to improve teaching where needs are identified.
- Induct, support and monitor new staff.
- Oversee the work of cover teachers/supply staff and teaching assistants.
- Monitor the standard of attainment reports issued to parents and take action to

ensure that they are of good quality, accurate and on time.

2. Impact on educational progress beyond assigned students:

- Maintain a current curriculum map for each key stage with detailed planning, timing and learning outcomes for each module or unit of work.
- Lead actions to contribute to overall school self-evaluation.
- Ensure that assessment targets are communicated to each student.
- Ensure that students are regularly and accurately assessed and that teachers' planning and intervention leads towards agreed targets.
- Monitor standards of work and achievement against actual targets.
- Monitor standards of student behaviour and application, ensuring that the school's behaviour, rewards and sanctions policies are implemented.
- Plan and implement strategies where improvement needs are identified.

3. Accountability for leading, developing and managing:

Provide the Headteacher and Governors with relevant subject and student performance information to include:

- Department improvement plan, including department actions in response to published school improvement priorities
- Department self-review
- Detailed analysis of KS3, KS4 and KS5 attainment at review points in the year
- Updated sections of prospectus plan, options booklet and other school documentation as required.

4. Additional Responsibilities:

All teachers are expected to contribute to the following:

- Raising student achievement through high quality teaching and learning.
- Planning schemes of work/lessons and related homework activities.
- Rigorous assessment of student progress, target setting and record keeping.
- Reporting of student progress through regular audits.
- Celebrating student achievement.
- Intervention and support for students.
- Liaising with parents/carers.
- Safeguarding & Child Protection
- Health and Safety
- Upholding the School's values and implementing policies and procedures.
- Appraisal arrangements.
- Continuing Professional Development.

The postholder will, under the Headteacher's overall direction, be expected to contribute to the work of the school in a range of ways. It is Borden Grammar School's policy to review and redistribute specific responsibilities periodically. This job description should be read in conjunction with the Statutory Requirements contained in the current version of the School Teachers' Pay and Condition Document (STPCD).

Person Specification: Head of Science

Category	Essential	Desirable	Assessment
Education & Training	<ul style="list-style-type: none"> ● Degree or equivalent ● Qualified Teacher Status ● Evidence of continuing professional Development 	<ul style="list-style-type: none"> ● Evidence of further research and/or nationally recognised qualifications 	Interview (I) Application (A) Reference (R)
Professional Development	<ul style="list-style-type: none"> ● Evidence of recent and appropriate professional development 	<ul style="list-style-type: none"> ● Contribution to CPD within current workplace 	I, A, R
Previous Experience	<ul style="list-style-type: none"> ● Relevant teaching experience at all key stages ● Evidence of raising standards of student achievement ● Evidence of leadership ● Appraisal responsibilities ● Improvement Planning and self evaluation 	<ul style="list-style-type: none"> ● Leadership experience in more than one school ● Evidence of change management 	I, A, R
Skills & Knowledge	<ul style="list-style-type: none"> ● Knowledge of best practice in teaching, learning & assessment in science ● Strong classroom practitioner ● Has the ability to analyse and interpret data ● Can support and challenge colleagues ● Strong understanding of Health and Safety in science 	<ul style="list-style-type: none"> ● Has the ability to use ICT effectively in leadership and teaching ● Has the ability to articulate high expectations to staff, students and parents 	I, A, R
Personal Qualities	<ul style="list-style-type: none"> ● Has a passion for teaching and a love of their subject ● Is a team player, empathetic and reflective 	<ul style="list-style-type: none"> ● Is able and willing to contribute to the wider school community ● Thinks creatively to solve problems 	I, A, R
Other	<ul style="list-style-type: none"> ● Enhanced DBS ● Commitment to equal opportunities 	<ul style="list-style-type: none"> ● Aspiring to leadership 	I, A, R

The law requires this position to have an **enhanced** criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from Rehabilitation of Offenders Act. If your application is taken further you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.

Borden Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please note Borden operates a no smoking policy.

GDPR Summary Notice:

Candidates should understand that when submitting their application form they are giving consent to the following:

- All application forms and supporting statements are held on all candidates for six months and are shredded thereafter;
- The successful candidate's application and employment records will be kept for six years after their termination of employment;
- Employee's details are shared with appropriate third parties such as Teachers' Pensions, Human Resources, Auditors, payroll provider etc. Moreover employee data will be used to complete necessary returns such as the school workforce census at both a local and national level.

FYI: JOB PROFILE TEACHER

ACTIVITY	RESPONSIBILITIES
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LINE MANAGEMENT	<ul style="list-style-type: none"> ● Responsible to Line Manager ● Responsible to Head of Year (form tutor role).
CURRICULUM	<ul style="list-style-type: none"> ● Teach your own classes by providing a well-planned, challenging and purposeful learning environment using appropriate teaching methods and resources. ● Mark and monitor students' class and homework providing constructive oral and written feedback; set targets for students' progress. ● Contribute/keep schemes of work. ● Contribute to enrichment activities which further the aims of the subject/school.
STUDENTS	<ul style="list-style-type: none"> ● Set high expectations for students' behaviour, establishing a good standard of discipline. Operate school's reward policy ● Undertake supervisory duties/ cover for absent staff in line with school procedures. ● Undertake form tutor responsibilities
ASSESSMENT	<ul style="list-style-type: none"> ● Assess and record each student's progress, including through observation, questioning, testing and marking. Use assessment to inform interventions to ensure students make good progress. ● Ensure that students make expected/better than expected progress in comparison to similar students nationally, as shown by assessments and examinations ● Understand and know how national, local and school data can be used to set clear targets for students' achievement. ● Contribute to subject monitoring of the assessment of students.
COMMUNICATION	<ul style="list-style-type: none"> ● Contribute to meetings and discussions about teaching methods, schemes of work and departmental policies. Attend calendar meetings as relevant ● Keep Line Manager, Form Tutors and Heads of Year informed about the progress of students being taught. ● Maintain familiarity with statutory assessment and reporting requirements. ● Prepare and present informative reports to parents and meet with them to discuss students' progress. ● Demonstrate high standards of professional conduct in all communication with students, staff and parents
STAFFING	<ul style="list-style-type: none"> ● Review own professional development/ identify training needs. ● Take part in the appraisal arrangements. ● Take part in lesson observations to share good practice.
BUDGETS/ RESOURCES	<ul style="list-style-type: none"> ● Within the subject help to: identify resource needs; develop and maintain departmental resources; keep subject areas tidy and have effective displays. Follow agreed safety procedures for the school/department.
OTHER SPECIFIED RESPONSIBILITIES	<ul style="list-style-type: none"> ● Participate in existing activities which promote the school's commitment to extracurricular activities, including enterprise. ● Contribute to school improvement planning and self-evaluation ● Respond to any reasonable request made by senior staff to support the smooth running of the school.