



Job Description – Head of Science (TLR)

Post:

Post Purpose:

- Take specific responsibility and accountability for the day-to-day management and organisation of your TLR responsibility area
- To be employed on a non-subject-specific basis and may be deployed at the discretion of the Headteacher or the Deputy Heads.
- To carry out the duties of a school teacher as set out in the current school teachers' pay and conditions document and subject to any amendments due to government legislation. This includes any duties as may reasonably be directed by the Headteacher/Deputy Heads
- To support, hold accountable and lead staff in their delivery of a specified subject to impact the teaching and learning of all students
- Be an excellent classroom practitioner
- Have an impact on educational progress beyond your assigned students
- Line manage and appraise identified staff
- Assist in the smooth running of the school at all times
- To be committed to safeguarding and promoting the welfare of children and young people.
- Be committed to the implementation of the school's ethos in all aspects of school life

Reports to: Senior Leadership Team

Responsible for: Teaching staff

Disclosure level: Enhanced DBS

Summary of main duties/tasks of post

- ☐ To support, hold accountable and lead staff in their delivery of a specified subject to impact the teaching and learning of all students.
- ☐ To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in the school and elsewhere.
- ☐ To assess, record and report on attendance, progress, development and attainment of students and to keep such records as are required.
- ☐ To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- ☐ To undertake a designated programme of teaching.
- ☐ To ensure a high-level learning experience for students that meets internal and external quality standards.
- ☐ To contribute to and chair EHCP meetings and reviews for your tutor group.
- ☐ To prepare and update subject materials.
- ☐ To use a variety of delivery methods that will stimulate learning appropriate to student needs and demands of the syllabus.
- ☐ To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- ☐ To undertake assessments of students as requested by external examination bodies and school procedures.
- ☐ To mark, grade and give written/verbal diagnostic feedback as required.
- ☐ To provide a model of excellent classroom practice for all staff to raise the standard of teaching and learning in that subject area.

Operational/Strategic Planning

- ☐ To provide successful management of a specified curriculum to provide high-quality teaching, the effective use of resources and improved standards of learning and achievement for all students across the school.
- ☐ To prepare, monitor and evaluate a curriculum plan to align with school improvement priorities and to secure staff engagement with its design and implementation.
- ☐ To assist the designated SLT member in charge of the curriculum in the review of standards and monitoring of progress of all students providing sequential learning in that subject area.
- ☐ To assist, where appropriate, in the day-to-day running of the school in supporting its staff and students.
- ☐ To provide effective communication with all staff in the department to ensure that they are familiar with departmental aims and objectives within the framework of the School Improvement Plan
- ☐ To lead on the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the relevant curriculum area.
- ☐ To lead on the subject-specific curriculum area and subject development plan and its implementation.
- ☐ To plan and prepare courses and lessons.
- ☐ To contribute to the whole school's planning activities.
- ☐ To work closely with all members of staff across the school in either a specified curriculum or leadership area. Expected to work across all key stages.

Curriculum Provision

- ☐ To assist the Headteacher and the Deputy Heads to ensure that the curriculum area provides a range of teaching that complements the school's strategic objectives.
- ☐ To create a curriculum that is aspirational and inspires learning.

Curriculum Development

- ☐ To lead in the process of curriculum development to ensure that it reflects current initiatives and legislation.
- ☐ To regularly assess the relevance of the curriculum to ensure that it meets the needs of all students, the examining and awarding bodies are in line with the School Improvement Plan.

Staffing

- ☐ To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- ☐ To continue personal development in the relevant areas including subject knowledge and teaching methods.
- ☐ To ensure the effective/efficient deployment of classroom support.
- ☐ To work as a member of a designated team and contribute positively to effective working relations within the school.

Quality Assurance

- ☐ To assist SLT to implement school quality procedures and adhering to those.
- ☐ To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria.
- ☐ To seek/implement modification and improvement where required.
- ☐ To review from time to time methods of teaching and programmes of work.
- ☐ To take part in the development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Management Information

- ☐ To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- ☐ To complete the relevant documentation to assist in the tracking of students.
- ☐ To track student progress and use assessment to inform teaching and learning.

Communications and Liaison

- ☐ To communicate effectively with the parents/carers of students as appropriate.
- ☐ Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- ☐ To follow agreed policies for communications in the school.
- ☐ To take part in liaison activities such as reviews, parents' evenings and open days etc.
- ☐ To contribute to the development of effective subject links with external agencies.
- ☐ To work as part of a multi-disciplinary team.

Management of Resources

- ☐ To contribute to the process of ordering and allocation of equipment and materials.
- ☐ To assist Deputy Head(s) to identify resource needs and contribute to the efficient/effective use of physical resources.
- ☐ To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.

Pastoral System

- ☐ Where assigned to be a form tutor for a group of students.
- ☐ To promote the general progress and well-being of individual students and the tutor group as a whole.
- ☐ To liaise with the Parent Support Advisor to ensure the implementation of the school's Pastoral and House System.
- ☐ To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- ☐ To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- ☐ To contribute to the preparation of action plans and progress files and other reports.
- ☐ To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- ☐ To communicate as appropriate, with the parents of students and with persons and bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- ☐ To contribute to PSHE and SMSC according to school policy.
- ☐ To apply the behaviour management systems so that effective learning can take place.

School Ethos

- ☐ To play a full part in the life of the school community, support its distinctive mission and ethos and encourage staff and students to follow this example.
- ☐ To support the school in meeting its legal requirements for worship.
- ☐ To promote actively the school's corporate policies.
- ☐ To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.

General Duties

- ☐ To undertake the professional duties of a teacher as outlined in the school Teachers Pay and Conditions Document.
- ☐ To work in accordance with the school's agreed policies and procedures as contained in the school handbook.
- ☐ To ensure that all activities are carried out in accordance with Equal Opportunities legislation and the school's Equal Opportunities Policy.
- ☐ To undertake your personal Health and Safety responsibilities within the HASAWA 1974.
- ☐ To undertake any other duties reasonably assigned to you commensurate with the level of the post.

Safeguarding \Child Protection

- ☐ To make yourself aware of all policies and ensure that you abide by Ripplevale School's Child Protection & Safeguarding Policies; these contain the names and points of contact for all relevant agencies.
- ☐ To participate in all Child Protection\Safeguarding training required by the school.
- ☐ To immediately report any incidents of a child protection/safeguarding nature to the school's Designated Safeguarding Lead (DSL) or the Deputy DSL.
- ☐ Failure by a member of staff to report actual or suspected physical, sexual or emotional abuse or neglect of a student is a disciplinary offence.
- ☐ To undertake training and work within the guidelines of the Prevent Duty.
- ☐ To adhere to the Online Safety Policy and to educate and maintain students' online safety.

The above outlines the main duties and responsibilities of the post but may not identify each individual task to be undertaken.

Signatures:

The school will undertake to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for an employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis (or as the need arises) and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

| Signed | Name | Designation | Date |
|--------|-------------|-------------|------|
| | | Teacher | |
| | Jane Norris | Headteacher | |