

# JOB DESCRIPTION

**SECOND IN CHARGE OF SCIENCE**

**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 Science, and thereby build and maintain an effective teaching team, which continually enhances the quality of learning and achievement.

The successful candidate will have a responsibility for a particular Key Stage and/or Science depending on skills and experience.

## 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:

* Responsibility for a class.
* Support the Head of Department in:
  + Planning and managing associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment;
  + Giving guidance, support and encouragement to staff and leading development sessions;
  + Securing the highest standards of student achievement, monitoring and evaluation of student achievement and setting targets for improvement;
  + Monitoring individual and groups of students’ progress against targets within the subject as identified and agreed by HOD and RSL;

**DUTIES**

## Leadership

* Inspire Department members by personal example and hard work.
* Play a major role in the school’s middle management, assisting the Headteacher in creating a vision, sense of purpose and pride in the Department and its work.
* 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 writing the improvement plan and produce 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 students in the subject. A portfolio of exemplar work moderated against grade descriptors should be maintained.
* Initiate/maintain the provision of co-curricular activities, e.g. the use of resources after school/during lunch breaks or a club, etc.
* Deputise for HOD in their absence, including attendance at meetings.

## 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 students 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 student 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 HOD for professional support and develop effective departmental management.
* Oversee and monitor the accuracy of assessments and work effectively with the Exams Officer on examination entries.
* Liaise with colleagues from other departments in order to provide a smooth transition between schools and phases for all students.
* 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.