

# The High Weald Academy

## JOB DESCRIPTION

### Head of Science



**JOB TITLE:** Lead Practitioner Science

**GRADE:** TLR 1 (5) per annum

**RESPONSIBLE TO:** SLT Line Manager

**RESPONSIBLE FOR:** Influencing the development of the quality of teaching and learning and supporting the strategic planning and day to day management Science

**JOB PURPOSE:** To contribute to improving the quality of teaching and learning and securing improved outcomes for students in the core subjects

#### KEY RESPONSIBILITIES:

##### Leadership and Management:

- Working with middle leaders and SLT to
  - raise standards in science
  - develop and implement subject improvement plans and ensuring they meet the priorities within the Academy Improvement plan
- Developing the Programmes of Study, Schemes of Work and assessments within science in light of curriculum changes
- Playing an active role in Learning Pod meetings and CPD programme in developing practice and pedagogy
- Leading the development of the quality of teaching, learning and assessment in the subject under the direction of the Line Manager
- Ensuring the tracking and analysis of data across the team is used effectively to inform planning and promote progress
- Liaising with the exams officer to ensure all online and paper exams and all exam board requirements are in place and carried out to a high standard
- Supporting and challenging teachers within the subject to ensure that the quality of teaching and learning enables all students to make good or better progress
- Providing leadership in relation to line and performance manage of staff within the subject as required
- Promoting whole school literacy, numeracy and scientific thought across subjects to help students make connections in learning and secure key skills

##### Teaching and Learning:

- Teach their specialist subject/s and such other subjects as have been agreed with the Principal
- Be responsive to change within the school, and within the Learning Pod
- Share in the planning, implementation and review of the subject to take full account of all legal, exam and National Curriculum requirements
- Share responsibility with other members of the Learning Pod for the preparation of teaching materials
- Prepare and teach in accordance with the Schemes of Work

- Assist with the development of strategies and learning materials for students in need of learning support including producing and developing differentiated work as appropriate.
- Promote a positive ethos within the subject area by example and ensure a stimulating environment for learning.
- Develop and maintain an up to date knowledge and understanding of the areas of teaching and pupil support for which the post holder is responsible
- Be responsible for promoting and safeguarding the welfare of young people that you are responsible for and come into contact with.
- Promote and embed whole school teaching and learning initiatives
- Plan work to meet the learning needs of allocated pupils in a consistent and effective way
- Use appropriate teaching and classroom management strategies to motivate pupils and enable each to progress.
- Foster and promote departmental and whole school policies on behaviour, rewards and sanctions

### **Assessment recording and reporting:**

- Work with the SLT Line Manager to establish effective monitoring and evaluation of teaching and learning within the subject
- Work with students to ensure that they know what Step or Grade they are working at; what they need to do to improve, and, as appropriate, set targets with students designed to improve their levels of achievement and success
- Act as a form tutor, as required, and to support the Head of House and others on related pastoral matters pertaining to students
- Ensure appropriate planning and delivery of assessments, examinations, homework, marking and feedback in accordance with whole school policy and work with other staff to help them do the same. Maintain full and accurate records of the assessment of student work
- Assist in the development of assessment, recording and reporting, in line with whole school policies so that data is used effectively to plan lessons and differentiate
- Ensure good management of the classroom and create a positive environment where care and respect for school and personal resources is promoted and the PRIDE values are embedded
- Be responsible for the discipline within the classroom and ensure compliance with departmental and school procedures for behaviour management and support staff with exit rooms and other strategies to promote positive engagement
- Make full and effective use of rewards systems

## **HEALTH AND SAFETY**

### **Teachers will**

- Have due regard for the school Health and Safety policy and any such issues particular to their subject area.
- Log Health and Safety incidents and near misses and report concerns
- Familiarise themselves with and act in accordance with fire regulations.
- Have due regard for student safety and report any concerns to the appropriate school body.

### **Conditions of Service**

Subject teachers should fulfill all the requirements and duties set out in the current Pay & Conditions documents relating to the conditions of employment of teachers.