**KENT COUNTY COUNCIL – BOWER GROVE SCHOOL**

**JOB DESCRIPTION**

**NAME:**

**JOB TITLE:** Subject Leader for Science

**LINE MANAGER:** Assistant Head Teacher

**PAY SCALE:** Main Pay Scale/ Upper Pay Scale Plus SEN Allowance

## **Professional Duties related to your post**

* You are required to carry out the duties of a school teacher as set out in the *School Teachers’ Pay and Conditions Document*, issued by the DCSF. This appointment is subject to policies and procedures established by the Governors of the School.
* To be a member of the Key Stage 3 and 4 team and to participate in regular team meetings to discuss and implement KS policy and initiatives.
* To maintain planning, assessment and reporting records in accordance with school policy and to monitor and evaluate whole school data for this subject area.
* To carry out actions in order to meet school development plan and subject development plan targets.
* To have knowledge of and support the development of the KS2 primary science curriculum in collaboration with the KS2 subject leader
* To work in partnership with parents and other agencies and to contribute to the EHCP review process.
* To be involved in target setting and to monitor and report on standards achieved in science.
* To undertake professional duties as identified and continuing professional development within the Appraisal process.
* To share in the corporate responsibility for the well-being and discipline of all pupils and to participate in the extra-curricular programmes.
* To plan for, organise and manage the work of any assigned additional adults within your classes.
* To liaise with parents, relevant staff and other professionals as necessary to ensure optimum outcomes for the pupils and compliance with statutory review procedures.
* To undertake Team Teach and relevant behaviour management training.

## **Curriculum**

To undertake the Subject Leader role for Science, which includes the following:

* In liaison with other staff, maintain subject policies and programmes of work.
* To develop schemes of work in line with the National Curriculum and appropriate examination boards to ensure relevant accreditation is achieved.
* To take responsibility for requesting, ordering and monitoring appropriate resources for Science.
* To monitor the continuity and progression of learning.
* To lead planning, assessing and reporting for Science across the whole school.
* To maintain a current overview of the Science curriculum through regular reading, attendance at relevant INSET and other appropriate activities.
* To create and maintain a 3-year development plan for this subject area.
* To assist other staff contributing to the subject delivery through ensuring appropriate inset, support and advice is provided.
* To advise Governors, Curriculum Manager and Head Teacher of all issues relating to subject development and assessment arrangements.

This job description will be reviewed on an annual basis through the Performance Management process. In addition, it may be amended at any time after consultation with the Headteacher.

Signed: …………………………………………. Date: …………………………………..

 *(Postholder)*

Signed: …………………………………………. Date: …………………………………..

*(Head Teacher)*