

## Job description

<b>Job title:</b>	Second in Science - KS4&5 Focus
<b>Grade:</b>	TLR 2B
<b>Contract type:</b>	Permanent
<b>Reports to:</b>	Head of Science

**Duties:** General professional duties of all teachers are specified in the Staff Handbook. In addition, the successful candidate will be expected to work alongside and report to the Head of department of Science to support, hold accountable, develop and lead a team of staff to ensure high standards of teaching and learning and the wellbeing of staff and students, within the department.

### Specific Responsibilities KS5:

- Assist the HOD science in evaluating curriculum, T&L and assessment in KS5
- Implementing agreed KS5 assessment (organising testing arrangements, printing, communicating with KS5 teachers, recording data and utilising data to monitor pupil progress)
- Identify pupils who are underachieving and ensure appropriate and reasonable strategies are put in place to support them in their Science subject (closing the gap)
- First port of call for BTEC coursework – checking progress in marking, supporting teachers and monitoring students of concern
- Updating the wider team on KS5

### Specific Responsibilities KS4:

- Assist the HOD science in evaluating curriculum, T&L and assessment in KS4
- Assisting the HOD in the implementation of agreed KS4 assessment (organising testing arrangements, printing, communicating with KS4 teachers, recording data and utilising data to monitor pupil progress)
- Assisting the HOD in the identification of pupils who are underachieving and ensure appropriate and reasonable strategies are put in place to support them in their Science subject (closing the gap)
- Assist in development and refinement of the KS4 curriculum including updating lesson resources
- Organising after school revision sessions: After School session curriculum, arrangement of resources, communication with teachers
- Plan and teach well-structure lessons which allow adequate time to embed new knowledge, understanding and skills and which are responsive to pupil misconceptions
- Support the HOD science in developing resources that systematically checks pupils' understanding and act to correct any misconceptions.

### Line management:

- Line management of lab technicians
- Conduct interviews for recruitment of technicians

### Leadership of Teaching and Learning:

To support the HOD Science in the following:

- Assist the HOD Science in the development and evaluation of the department improvement plan, including curriculum review and planning.

- To be a model of excellent practice of teaching and learning in order to give Science teachers advice and guidance on improving the quality of learning through excellent use of modelling in the classroom.
- To provide support to the HOD in developing a clear vision as to how the subject should be taught and developed and assist in the implementation of the vision.
- Ensure that a subject's delivery meets statutory requirements.
- Assist in the development of the science curriculum from KS3 to end of KS5
- Promote and develop high quality teaching and learning within Science.
- Contribute to and support the induction of new staff.
- Contribute to and support the professional development of departmental staff.
- Contribute to the performance management of departmental staff (technician)
- Ensure that all staff have high expectations of students.
- Ensure the effective use of data to promote students' learning and target setting is well embedded into the department.
- Identify underachieving pupils and ensure appropriate intervention

#### **Management:**

- Work alongside the HOD Science in producing the department's improvement plan, ensuring that it is regularly evaluated and reviewed.
- Support the HOD Science in managing the department's resources in line with priorities identified in the improvement plan.
- Hold responsibility for the department in the absence of the HOD
- Ensure that your teaching environment encourages learning and meets Health and Safety standards.
- Assist in the contribution of department information for school prospectuses, newsletters and the web site as required.
- Support subject staff in student disciplinary matters, ensuring that school policies are followed.
- In line with the HOD Science ensure the subject fulfils its cross-curricular role(s) i.e. Citizenship / Literacy / Numeracy.
- In line with the HOD Science ensure that the information given to the examinations officer is clear and checked carefully

#### **Monitoring and Evaluation:**

To support the HOD Science in the following, with a specific focus on KS4 & 5:

- Monitor and evaluate the quality of teaching and learning in your subject area.
- Undertake regular observations of subject teachers.
- Regularly review and update schemes of work / learning.
- Develop, monitor and evaluate assessment, reporting and recording procedures in line with school policies and statutory requirements.
- Develop, monitor and evaluate student performance in external and internal assessment.
- Lead staff through internal and external departmental reviews and inspections and inform Governors of subject developments.
- Promote an understanding of subject requirements with parents and encourage their involvement in their child's learning.
- Make effective use of external agencies / community links to enhance students' learning.
- Ensure staff within your subject area are continually developing as professionals.

#### **Communication with Parents**

- Attending any appropriate meetings with parents
- Providing informative reports to parents
- Raising, in consultation with the Head of Year, particular concerns regarding tutees with parents

**Internal Communication**

- Assist HOD with Staff Absence ensuring that appropriate work has been set and that the resources required are available
- supporting supply staff who are working within the Department
- Contribution to faculty bulletin

*The duties and responsibilities listed above describe the post as it is at present. This role will be reviewed annually as part of the performance appraisal process and the post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

*Westfield Academy is committed to safeguarding and promoting the welfare of Children and Young people. To meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

## Person specification

Attributes	Essential (or expected to train/qualify to that standard)	Desirable
General	<ul style="list-style-type: none"> <li>Polite and courteous</li> <li>Discretion, probity, honesty &amp; integrity</li> <li>Reliable, punctual, diligent and well-organised</li> <li>Excellent verbal and written communication skills</li> </ul>	
Qualifications & training	<ul style="list-style-type: none"> <li>Related subject degree from a recognised university</li> <li>Qualified teacher status with a minimum of 1 year's experience</li> </ul>	<ul style="list-style-type: none"> <li>Master's or equivalent</li> <li>First Aid training</li> </ul>
Relevant experience	<ul style="list-style-type: none"> <li>Experience of working with young people in a mentoring or tutorial capacity</li> <li>Experience of working as part of a curriculum team to design and develop resources to support learning</li> <li>Proven record of developing schemes of work and of raising attainment</li> </ul>	<ul style="list-style-type: none"> <li>G-Suite</li> <li>Previous experience in a multicultural setting</li> </ul>
Knowledge, skills & abilities	<ul style="list-style-type: none"> <li>Knowledge of a range of pedagogic approaches to cater for different learning styles, ensuring all students engage</li> <li>Up-to-date subject knowledge</li> <li>Can stretch the most able GCSE pupils</li> <li>Understanding of what constitutes effective teaching for learning</li> <li>The capacity to form positive learning-centred relationships with young people from a diverse range of backgrounds</li> <li>Strong organisational skills</li> <li>Inspiring colleagues to deliver the best teaching possible</li> <li>Excellent classroom practitioner</li> </ul>	
Personal qualities	<ul style="list-style-type: none"> <li>Commitment to improving teaching and learning, and continued professional development</li> <li>Flexible approach and readiness to respond to individual pupil needs</li> <li>Ability to work well as part of a team, to build trust and openness and be prepared to take direction</li> <li>Open-minded and forward-thinking approach to the positive use of technology in education.</li> <li>Passion, enthusiasm, and ability to motivate and inspire pupils for the subject</li> <li>Commitment to safeguarding and the welfare of pupils</li> <li>Willingness to be involved in the wider life of the Academy</li> </ul>	

