



Kingfisher  
Schools Trust  
Achieving Success Together

# Head of Science

## Alde Valley Academy

*Opportunity, Community, Excellence*



## Job Description: Head of Science



### Role Purpose:

The post of Head of Department carries overall management responsibility for the relevant curriculum area and the staff working within the Department.

The post also has a broader responsibility, as a middle leader, to work with and support senior staff colleagues to promote and sustain the wider educational progress of all pupils at the school.

These roles and responsibilities should be read in conjunction with those applicable for Main, and where applicable Upper Pay Scale teachers.

### Overall Accountabilities:

- Overall accountability for the quality of teaching and learning in the department (outcomes & progress)
- Evaluation of relevant assessment information for individuals, groups and cohorts
- Induction and support of new teaching and support staff
- Pastoral care and personal development for students
- Student behaviour and encouraging good attendance and punctuality
- Presentation of information and evaluation reports to the senior leadership team, parents and governors, on time and as requested
- Arranging and promoting activities across the department to inspire and foster personal development, commitment and enthusiasm in students
- Liaison with external agencies, as required, for students in the department
- Ensuring that departmental budgets are deployed effectively and other resources are managed to achieve value for money
- Undertake appraisals of teachers and support staff in the department as required
- Ensuring that the curriculum fully meets the needs of all students and is effectively delivered in all respects
- Actively promoting the development of the curriculum area across the School
- Fostering links with local businesses and community and promoting learning through development of a programme including use of external speakers and educational visits
- Oversight of Health and Safety in the department including regular review and update of risk assessments.

### STRATEGIC LEADERSHIP

- Actively input to the formulation of the school development plan, via the Departmental Development Plans.
- Actively contribute to the development of whole school policies.
- Actively contribute to the whole school self-evaluation.
- Develop and implement an annual departmental development plan which reflects and promotes the vision and priorities of the whole school.
- Support and work with the school Pastoral Team to raise student aspirations and support their learning and personal development.
- Generate and maintain a high profile for the department within the school.

## **LINE MANAGEMENT RESPONSIBILITY**

- Ensure that appraisal arrangements are effectively managed and discharged, both personally and by other team leaders in the department.
- Monitor the effectiveness and impact of performance management arrangements within the department (subject to the appraisal policy).
- Monitor and evaluate the contribution and impact of teachers and support staff in the Department to school improvement.
- Provide quality assurance monitoring and intervention with teachers and support staff as agreed with the senior leadership team.
- Identify staff development needs and co-ordinate these with those responsible for CPD in the school.
- Plan the deployment of staff (teaching and support) expertise to achieve department improvement objectives.
- Take initial responsibility for the pastoral care and welfare of all department staff.
- Take initial responsibility for maintaining the highest standards of professional conduct by all members of staff attached to the department.
- Lead and work with all members of staff attached to the department to develop and maintain a strong ethos of team working, mutual support and sharing of knowledge / best practice.
- Work with staff to achieve appropriate work/life balance.

## **CURRICULUM AND ASSESSMENT**

- Ensure that teachers are clear about the teaching objectives in lessons, understand the sequence of teaching and learning in the subject, and effectively communicate such information to students of all abilities.
- Provide guidance on the choice of appropriate teaching and learning methods, including ICT, to meet the needs of the subject and of individual students of all abilities.
- Implement policies and practices for assessing, recording and reporting on pupil achievement, and for using this information to recognise achievement and to assist pupils in setting targets for further improvement consistent with school policy.
- Ensure that information about students' achievements in previous classes and / or schools is used effectively to secure good progress.
- Promote and maintain a strong culture of behaviour for learning within the department, ensuring that systems of reward and sanctions are consistently applied and their effectiveness regularly evaluated by the team.
- Work with Teachers, Teaching Assistants and other staff working in the department to help ensure effective development of pupils' individual and collaborative study skills necessary for them to become increasingly independent in their work and to complete tasks independently when out of school.
- Work with Teachers in the Department to establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about curriculum, attainment, progress and targets.
- Generate and develop effective links with the local community, including business and industry, in order to extend the subject curriculum, enhance teaching and to develop students' wider understanding. Seek and implement ways of developing and promoting out of hours learning for students in relation to the subject area.
- Support the work of the Examinations Officer.

## **MONITORING AND EVALUATION**

- Work with Teachers and provide input to the Senior Leadership Team for use more widely across the school to:
  - Identify appropriate attainment and/or achievement targets
  - Monitor student work, overall standards and achievement against annual targets
  - Monitor planning, curriculum coverage and learning outcomes

- Monitor standards of student behaviour and application
  - Plan and implement strategies where improvement needs are identified
  - Ensure that relevant attainment / achievement targets are met
  - Ensure regular student perception activities take place
  - Make strategic use of Data
- Lead evaluation strategies to contribute to overall school self-evaluation

#### **STAFF DEVELOPMENT**

- Maintain high standards of teaching and learning within the department using strategies including the following:
  - Identify relevant curriculum area improvement issues
  - Contribute to the professional development of colleagues using a range of strategies including coaching and mentoring
  - Evaluate the impact of all improvement activities on the quality of teaching and learning
  - Provide staff in the department with relevant subject, curriculum area or student performance information
  - Support staff to maintain the highest standards of behaviour for learning

Keep up-to-date with new developments and initiatives in the curriculum area and work with teachers and support staff to continuously improve knowledge and best practice.

#### **LEAD, DEVELOP AND ENHANCE THE TEACHING PRACTICE OF OTHERS**

- Work with Teachers in the department and more widely as required throughout the school to:
  - Maintain personal expertise and share this with other teachers
  - Act as a role model of good classroom practice for other teachers, modelling effective strategies with them
  - Monitor and evaluate standards of teaching, identifying areas for improvement
  - Plan and implement strategies to improve teaching where needs are identified
  - Induct, support and monitor new teaching and support staff
  - Act as an appraisal team leader for identified teachers and support staff.

#### **GENERAL**

This job description will be supported by performance management which will list the objectives, key tasks, responsibilities and outcomes sought from the post holder in the school year. These will be derived from the Department Plan and other school priorities.

In consultation with the post holder, the Senior Leadership Link or Headteacher may request the post holder to take on a specific responsibility as the Department develops and the need arises.

#### **All school staff are expected to:**

- Work towards and support the school's strategic vision and the objectives.
- Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

**All employees of Kingfisher Schools Trust will:**

- Ensure that they adhere to the trust code of conduct and all policies and procedures including those relating to child protection and safeguarding, equal opportunities, health and safety, security, confidentiality and data protection
- Support the school and departmental development plans and positively engage in continuous professional development activities
- Seek advice and escalate more complex issues to the appropriate person within the workplace structure, using discretion as appropriate
- Undertake any other duties in line with their level of responsibility, as reasonably directed by the line manager or the Headteacher or a person acting with delegated authority on their behalf



## Person Specification

Essential criteria	Desirable criteria
<p><u>Qualifications and education:</u></p> <ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continuing professional development</li> </ul>
<p><u>Experience and knowledge:</u></p> <ul style="list-style-type: none"> <li>• Successful subject experience as a teacher in a secondary environment</li> <li>• Evidence of successfully leading, supporting and managing others</li> <li>• Successful experience of student monitoring, evaluation and review</li> <li>• Knowledge of a range of strategies to raise standards of behaviour</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p><u>Skills and behaviours:</u></p> <ul style="list-style-type: none"> <li>• Ability to establish and maintain good relationships with pupils, colleagues, parents and carers.</li> <li>• Good verbal, written and problem-solving skills</li> <li>• Ability to work independently and as part of a team, to stay calm under pressure and to meet deadlines</li> <li>• Meticulous attention to detail, able to utilise systems and data effectively</li> <li>• Able to prioritise conflicting demands whilst managing a diverse and demanding workload</li> <li>• An understanding and commitment to the protection and safeguarding of children and young people</li> <li>• Highly organised, with strong interpersonal skills and the ability to communicate with a wide range of contacts effectively and professionally</li> <li>• Proactive and flexible, able to approach challenges pragmatically to ensure the best outcome for pupils, parents, carers and the wider school team</li> </ul>	
<p><u>Professional development:</u></p> <ul style="list-style-type: none"> <li>• Committed to own and supporting others continuing professional development</li> <li>• Good interpersonal skills and able to maintain confidentiality, always acting in a professional manner.</li> </ul>	

