

JOB DESCRIPTION

[Chingford Foundation School](#)

[Chingford Academies Trust](#)

Title of Post:	Deputy Head of Science
Grade/Pay Range:	MPS/UPS + TLR 2C (Outer London)
Department:	Science
Responsible to:	Director of Science
Responsible for:	Teaching staff at agreed Key Stage

The Science department team is managed and lead by the Director of Science. The department consists of highly qualified and experienced teachers and subject specialists supported by a team of skilled science technicians. Staff are very supportive of each other, share good practice and resources regularly and are constantly developing ways to enhance the learning experience of the students. There are a number of postholders in the Science department including leads for KS3, KS5 and STEM.

FACILITIES AND RESOURCES

The school provides outstanding facilities for teaching Science, including a suite of dedicated Science Labs and teaching spaces with visualisers and interactive whiteboards and a department hub for staff.

LINE OF RESPONSIBILITY

The Deputy Head of Science is directly responsible to the Director of Science on curriculum matters and the Key Stage Lead for pastoral issues.

JOB PURPOSE

To support and deputise for the Director of Science and to lead and manage teaching and learning at Key Stage 4.

MAIN DUTIES / RESPONSIBILITIES

1. To oversee the teaching of Key Stage 4 in Science
2. To ensure that agreed Key Stage teachers are sufficiently resourced with key documents such as differentiated schemes of work, exam papers, exam board resources and end of topic tests
3. To be responsible for exam submissions

4. To undertake quality assurance; book checks, lesson pop-ins, lesson observations and moderation of coursework
5. To monitor student progress, collection of testing data to identify students who are under performing and implement strategies to support these students
6. To liaise with the science technicians providing them with detailed information on the resource requirements for the academic year ahead for coursework and practical work
7. To convene departmental meetings, ensuring minutes are distributed to staff within one week of the meeting taking place
8. To implement a policy to deal with under-achieving students
9. To deliver additional intervention sessions as part of the departmental intervention strategy at relevant Key Stage
10. To prepare/amend documentation to support the Director of Science (SEF, Department Handbook)
11. To be an outstanding role model within the department
12. To promote and develop outstanding marking and assessment practices within the department
13. To promote sharing of good practice at agreed Key Stage
14. Other reasonable duties as directed by the Director of Science or Leadership Group: adhering to the 'Dates to Remember' Calendar produced by Director of Science
15. To be responsible for liaising with teaching colleagues and the Examinations Officer in respect of examination entries and coursework setting, moderation and submission
16. To encourage students to participate in wider reading and extracurricular activities.

TEACHING DUTIES

- To plan teaching to achieve progression in pupils' learning in line with agreed expectations/targets
- To establish and maintain a purposeful working atmosphere which supports learning
- To set homework and mark in line with school and Trust policies
- To keep detailed records and evidence of pupils' progress to inform target setting and the reporting cycle
- To attend department meetings
- To play an active role in developing and implementing departmental policy
- To keep informed of curricular developments in Physics
- To keep informed of whole school policies and to play an active role in implementing them

- To attend pastoral meetings and play an active role in developing and implementing year-team policy
- To attend parents' evenings
- To attend all Internal CPD sessions and strive to constantly improve own practice
- To carry out a share of supervisory duties in accordance with published schedules
- To participate in appraisal and development procedures
- To have a secure and up to date knowledge and understanding of concepts and skills necessary to teach specialist subjects
- To assess, record and report on pupils' progress
- To attend and contribute to departmental and staff meetings and to assist with the implementation of area improvement plans
- To communicate and consult with parents of students as necessary, (including telephone calls, meetings, parental meetings etc.)
- To exploit opportunities to improve basic literacy, numeracy and ICT skills
- To participate in staff development opportunities and accept responsibility for own professional development
- To prepare students for examinations and participate in examination arrangements
- To carry out the role of form tutor as required
- To implement school and Trust policies.

GENERAL

- These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School
- Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate
- To be committed to, and comply with, all school and Trust policies
- To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work
- To participate in Appraisal in line with school policy
- To participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfil role effectively
- To manage both internal and external relationships, striving for excellence in stakeholder satisfaction
- To work effectively and successfully in your team within school

OTHER REQUIREMENTS

- To have an up-to-date Enhanced DBS Disclosure.

SAFEGUARDING

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LBWF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of Information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of Postholder

Signature Date

PERSON SPECIFICATION

DEPUTY HEAD OF SCIENCE WITH KEY STAGE RESPONSIBILITY

JOB REQUIREMENTS	Essential	Desirable
QUALIFICATIONS		
Qualified teacher status	X	
Degree or equivalent	X	
Evidence of recent professional development		X
EXPERIENCE		
Evidence of successful KS3 and KS4 Science teaching	X	
Evidence of successful KS4 Physics, Chemistry and Biology (triple Science) teaching	X	
Experience of teaching A-Level in at least one of the three Science subjects	X	
Successful experience of a curriculum or pastoral management role	X	
Experience in the role of a form tutor		X
SKILLS, KNOWLEDGE AND UNDERSTANDING		
Ability to communicate effectively at all levels	X	
Excellent behaviour management	X	
Competent user of IT	X	
Efficient administrator, liaising with the Exams Officer for agreed Key Stage Science entries	X	
Effective leadership of a team including accountability and holding others to account	X	
Good interpersonal skills	X	
Good influencing and negotiations skills	X	
Ability to use initiative and prioritise work and ability to work to deadlines	X	
Understanding the importance of Quality Assurance measures and of Quality Assurance indicators	X	
Commitment to ongoing personal development and willingness to undertake appropriate training	X	
Effective classroom teaching, providing regular feedback to ensure students make good progress	X	
PERSONAL ATTRIBUTES		
Flexible, proactive and resourceful	X	

Ability to meet deadlines and prioritise workload	X	
Ability to work as part of a team but to work independently when required	X	
Commitment to school ethos and direction	X	
High standard of punctuality	X	
Self-motivated	X	
Commitment to raising standards of behaviour through improved teaching and learning skills	X	
Calm and organised approach to work including times when under pressure	X	
SAFEGUARDING		
Ability to form and maintain appropriate relationships and boundaries with students	X	
Understanding of Safeguarding procedures	X	
Enhanced satisfactory DBS check	X	

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf.