

## Shaftesbury High School

### Science Lead Teacher Job Description

<b>Responsible to: Key Stage Assistant Headteacher and Headteacher</b>
<b>Responsible for:</b> Staff who teach or support Science lessons. Science curriculum and resources,
<b>Main Purpose of Job:</b> <ul style="list-style-type: none"> <li>To lead, manage and develop the science curriculum area.</li> </ul>
<b>Teacher Responsibilities:</b> <ul style="list-style-type: none"> <li>Carrying out the duties of a teacher as set out in the current School Teachers' Pay and Conditions Document, the DfE Teachers' Standards and the SHS Teacher Job Description;</li> <li>Maintaining and developing the ethos, values and overall purposes of the school;</li> <li>Maintaining high standards of learning and student conduct;</li> <li>Implementing school policies and procedures;</li> <li>Communicating politely, effectively and appropriately with students, parents and all SHS staff;</li> <li>Ensuring high standards of safeguarding.</li> </ul>
<b>Science Lead Responsibilities:</b> <ul style="list-style-type: none"> <li>Ensuring that Science lessons are engaging and that students can participate in independent learning;</li> <li>Contributing to the overall strategic direction of the school;</li> <li>Line Managing staff within Science;</li> <li>Maintaining high standards of learning and student conduct as set out in the Teaching and Learning Policy;</li> <li>Promoting teamwork and motivating staff within Science for effective working relations;</li> <li>Communicating as the Science lead with outside agencies as required;</li> <li>Attending meetings and providing reports and information as required to support the meeting;</li> <li>Implementing school policies and procedures;</li> <li>Ensuring 'I can' targets and Science 'G-Steps are relevant;</li> <li>Ensuring lessons are inclusive;</li> <li>Ensuring Annual Review comments are written before the Annual Review takes place;</li> <li>Ensuring EHCP targets are met.</li> <li>Managing any relevant budgets.</li> </ul>
<b>Specific Responsibilities:</b> <ul style="list-style-type: none"> <li>Being accountable for the development and delivery of the Science curriculum;</li> <li>Developing teaching and learning within Science, promoting and implementing effective teaching and learning strategies; and student independence in learning.</li> <li>Developing and reviewing Science documentation;</li> <li>Providing suitable risk assessments to support 'safe learning' as required;</li> <li>Overseeing the assessment and reporting of the Science students' attainment and progress;</li> <li>Monitoring and following up on student progress and data, e.g. on Evidence for Learning, in Science;</li> <li>Identifying the Science Departments areas of strength and setting targets for areas for improvement, as part of a Science action plan.</li> </ul>

- Managing the Science resources within the available budget;
- Speaking with the Science Leads line manager over exciting developments that require an investment larger than the Core Subject/ Project's budget;
- Making appropriate arrangements, which follow the Science assessment criteria, for classes when Science staff are absent.
- Overseeing the Science Departments internal and external examination arrangements;
- Ensuring the maintenance of accurate and up-to-date departmental data on Evidence for Learning;
- Ensuring that all members of the Science team are familiar with its aims and objectives;
- Regularly sharing information to members of the Science Department;
- Represent the Science Departments views and interests at meetings;
- Planning educational visits and off site education opportunities to broaden the students' experience.