

Shaftesbury High School

Science Lead Teacher Job Description

Responsible to: Key Stage Assistant Headteacher and Headteacher

Responsible for: Staff who teach or support Science lessons. Science curriculum and resources,

Main Purpose of Job:

- To lead, manage and develop the science curriculum area.

Teacher Responsibilities:

- 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;
- Maintaining and developing the ethos, values and overall purposes of the school;
- Maintaining high standards of learning and student conduct;
- Implementing school policies and procedures;
- Communicating politely, effectively and appropriately with students, parents and all SHS staff;
- Ensuring high standards of safeguarding.

Science Lead Responsibilities:

- Ensuring that Science lessons are engaging and that students can participate in independent learning;
- Contributing to the overall strategic direction of the school;
- Line Managing staff within Science;
- Maintaining high standards of learning and student conduct as set out in the Teaching and Learning Policy;
- Promoting teamwork and motivating staff within Science for effective working relations;
- Communicating as the Science lead with outside agencies as required;
- Attending meetings and providing reports and information as required to support the meeting;
- Implementing school policies and procedures;
- Ensuring 'I can' 'targets and Science 'G-Steps are relevant;
- Ensuring lessons are inclusive;
- Ensuring Annual Review comments are written before the Annual Review takes place;
- Ensuring EHCP targets are met.
- Managing any relevant budgets.

Specific Responsibilities:

- Being accountable for the development and delivery of the Science curriculum;
- Developing teaching and learning within Science, promoting and implementing effective teaching and learning strategies; and student independence in learning.
- Developing and reviewing Science documentation;
- Providing suitable risk assessments to support 'safe learning' as required;
- Overseeing the assessment and reporting of the Science students' attainment and progress;
- Monitoring and following up on student progress and data, e.g. on Evidence for Learning, in Science;
- Identifying the Science Departments areas of strength and setting targets for areas for improvement, as part of a Science action plan.

- 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.