

## Job Description Head of Department - Science

<b>Job Title:</b>	Teacher of Science
<b>Responsible to:</b>	Head of Science
<b>Salary:</b>	MPS
<b>Hours:</b>	Full time
<b>Contract:</b>	Permanent (main scale)

### Responsible for:

- Improving quality of teaching & learning in Science.
- Ensuring all pupils are working towards achieving the necessary progress in line with national standards.
- Providing a secure and engaging learning environment.
- Delivering learning that is appropriate to the national curriculum & exam board criteria.

### Main Purpose:

- Proactively ensuring that learning is taking place according to the expectations of the department and school policies.
- Working to endeavour that all pupils make progress according to the national standards by providing a supportive and engaging learning environment.
- To work alongside other staff members and the department management to achieve any objectives.

### Main Activities:

- Contributing resources and materials to the department.
- Attending meetings and acting upon information provided.
- To respond to day to day issues within the curriculum area, constantly displaying professionalism and using initiative along with commitment to the departments development plan.
- Work collaboratively and sharing good practice with staff members.
- Promoting a stimulating and inspiring learning environment that ensures the engagement of pupils within Science.
- Continuing to develop and improve skills and knowledge of the curriculum area through attending CPD training and personal research.
- Ensure there is an understanding of syllabus/course selection, pupil exam/assessment entries and this is implemented into teaching practice.
- Providing a professional role model for pupils.
- Develop teaching and learning within the curriculum area.
- Monitoring the progress of pupils and acting upon this information.
- Contribute to the extra curricular programme to enrich learning

### TO BE A FORM TUTOR, IF NEEDED AND AVAILABLE, RESPONSIBLE FOR:

1. Supporting, guiding and promoting academic and personal excellence for a designated group of pupils
  - Creating a positive identity consistent with the school's Catholic mission
  - Praying with the form and leading them in assembly preparation and participation
  - Attending Whole School Masses and other liturgical celebrations with the form
  - Promoting and reporting on pupils' personal, social, spiritual and academic progress
  - Delivering if required Citizenship or General Studies
  - Supporting the relevant Head of Key Stage
  - Promoting high standards of attendance, punctuality, dress and behaviour
  - Implementing the schools' Code of Behaviour with pupils
  - Taking an active role in addressing individual pupil issues and needs
  - Accepting responsibility for creating a sense of community ensuring form members are happy and safe, and able to learn in school

2. Daily procedures with a designated group of pupils

- Completing the daily register for the tutor group
- Requiring pupils to account for absence and lates, and liaising with the Year Head as appropriate
- Dealing with returns and requests for information about pupils in the tutor group
- Ensuring that pupils comply with school expectations on personal appearance and the School's Code of Conduct
- Informing pupils of relevant information and daily notices

**Other**

- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- To support, at all times, the Catholic ethos of the school/Multi-Academy Company by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the Schools' policies
- Other duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside of the post will only be required with the agreement of the post holder.

The MAC reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.

The Our Lady of the Magnificat Multi-Academy Company is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.*

*This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher / Principal to reflect or anticipate changes in the job commensurate within the grade and job title.*