

# TORQUAY GIRLS' GRAMMAR SCHOOL



<b>Name:</b>	-
<b>Job Description:</b>	- Head of Science
<b>Salary Range:</b>	- MPS/UPS + TLR 1A
<b>Responsible to:</b>	- Deputy Headteacher
<b>Job Purpose:</b>	- To lead the strategic direction and development of Science and the overall curriculum for the Sciences, leading to high quality teaching and learning, and outcomes for all students.

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## CORE RESPONSIBILITIES:

- To effectively lead the science department so that it is a dynamic and creative centre of excellence in which each student thrives academically
- To assess continually the suitability of our science provision for education in the 21<sup>st</sup> century and provide the vision and drive to oversee its development
- To line manage the Head of Biology, Chemistry and Physics
- To have overall leadership and management responsibility for the effective recruitment and deployment of staff and effective use of resources
- To have an overview of the quality of learning and teaching within science
- To lead and implement the KS3 science curriculum including evaluation to ensure that adequate identification of priorities and subsequent actions are achieved
- To have oversight of the wider curriculum and outcomes within Biology, Chemistry and Physics
- To have oversight of the academic progress and behaviour of all science students
- To oversee department evaluation processes to ensure that adequate identification of priorities and subsequent actions are achieved
- To ensure that inclusive practices are consistent across the science department
- To oversee Health and Safety within the science department and review update relevant Health and Safety policies, procedures and risk assessments, in collaboration with the Head of Biology, Chemistry and Physics
- To ensure the science department upholds and implements all whole school policies
- To line manage the science technicians to ensure their effective deployment across the sciences
- To oversee the CPD needs across the science departments for both teachers and technicians

## SPECIFIC RESPONSIBILITIES:

### *Curriculum/Teaching and Learning*

- To work closely with other relevant staff to develop the KS3 science curriculum to reflect the emerging TGGS and national agenda for the school's science provision
- To lead effective review of the science curriculums with the relevant Heads of Departments
- To monitor the quality of teaching and learning in science
- To lead and develop effective teaching and learning pedagogy across the science department
- To have oversight that all students are on appropriate courses
- To oversee the delivery of CPAC in the A-level sciences in liaison with the relevant Heads of Departments
- To oversee timetable allocations and rooming across science
- To represent the interests of the science department at appropriate internal and external meetings
- To work with external organisations to increase the opportunities for students to raise the quality of provision within science
- To prepare reports as required for the Headteacher and trustees

*Supporting Student Progress & Development:*

- To monitor the overall progress, behaviour and achievement of students
- To monitor and review the implementation of intervention across the sciences
- To promote high levels of achievement for all students
- To effectively lead the science department at key times e.g.:
  - Induction period;
  - Course selection;
  - Preparation for school and public examinations;
  - UCAS;
  - Examination results days;
  - Preparation for further education and the world of work;
- To monitor internal and external student data across science to ensure that intervention and strategy is data informed, inclusive of moderation
- To oversee the extra-curricular offer of the science department and deliver an outstanding provision during Science Week

*Marketing*

- To assist in effective promotion, recruitment and retention strategies, including Open Events and Sixth Form recruitment and retention
- To ensure students have adequate and effective knowledge of the opportunities within STEM subjects
- To ensure appropriate communication/consultation with students and parents, including the school's website
- To lead the successful transition of students into Year 7 science
- To oversee the successful transition of science students from KS3 to KS4, and KS4 to KS5

*Administration*

- To have oversight of the efficient and effective management of the science budget and distribution of resources
- To ensure a safe and secure working environment where Health and safety guidelines are adhered to by all, to ensure that all stakeholders are safe within all aspects of the science department
- To make positive contributions to Health and Safety policy, procedures and risk assessments, in keeping with statutory requirements and relevant guidance

**GENERAL INFORMATION**

As with all job descriptions it may be necessary to undertake any reasonable task required and sometimes at short notice, that is not described here as directed by the Headteacher. The responsibilities below are subject to the general duties and responsibilities contained within the current teacher pay and condition document and the conditions of employment. This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Signed: ..... Date: .....