

SCHOOL:	Eckington School
POST:	Head of Science
POST GRADE:	MPG plus TLR 1b (£9387)
JOB PURPOSE:	To lead and manage the Science team within the curriculum as well as teach courses offered by the Department.
LINE MANAGER:	Headteacher (or a senior leader appointed by the Headteacher)

Eckington School is committed to the safeguarding and well-being of its students. The post holder will be expected to demonstrate that same commitment.

GENERAL RESPONSIBILITIES:

- * To lead and manage the Science team.
- * To contribute to the management of the school through planned meetings, working groups and other activities related to the improvement plan.
- * To work in accordance with the school's curriculum statement and policies.
- * To prepare and teach lessons which promote good progress for students of all abilities.
- * To attend liaison meetings with relevant staff.
- * To take part in personal professional development activities.
- * To ensure that reports to parents are compiled at appropriate times and attend relevant meetings for parents.
- * Assess students' work and keep accurate records of their achievements.
- * To ensure proper behaviour and attitudes by students through the agreed procedures within the school and individual departments.
- * To be a Form Tutor, fulfilling the duties laid out for a Form Tutor or have equivalent pastoral responsibility.
- * To participate in the Personal and Social Education programme.
- * To care for the building fabric, furniture, fittings and resources used in the school.

SPECIFIC RESPONSIBILITIES:

Leadership and Management

- * Ensure that all SoWs provide for good progress over time and include sufficient differentiation and challenge especially for High Attainers.
- * Articulate the vision of the Science curriculum and ensure it is shared and understood by all colleagues. The vision should focus on establishing uniformly good-to-outstanding teaching across the department which engages young people and promotes good progress
- * Initiate and provide support to staff so that there is an ongoing improvement in teaching and learning.
- * Identify individual and team development needs and participate in developing and maintaining high quality professional development activities.
- * Take part in the production, development and updating of all faculty/department documentation eg. handbook, schemes of work, improvement plans, entries for prospectus, options booklets etc.
- * Through consultation with colleagues, contribute to the department improvement plan.

Curriculum Development

- * Keep the faculty at the vanguard of Science teaching through updating and continual development of learning programmes ensuring wherever appropriate links with other subject areas e.g. numeracy, information technology.
- * Co-ordinate the production of differentiated learning materials in Science after liaison with the Learning Support Co-ordinator.
- * Ensure that up to date schemes of work are in place for all teaching programmes within the subject area.
- * Co-ordinate the production of resource material to support all courses.

Monitoring Review and Evaluation

- * Use performance management processes to improve provision and outcomes in the department.
- * On a regular basis review samples of work produced by students and inform colleagues of outcome.
- * Establish and manage faculty systems for monitoring individual pupil performance.
- * Analyse assessment information for each year group and use this data to set targets and objectives for students and staff; monitor individual pupil and teaching group progress; produce summative reports for the Headteacher.
- * Produce, using a range of evaluation data, an annual report on all aspects of the department's work.
- * Monitor, on a monthly basis, the spending of the departmental budget against agreed priorities.

Resource management

- * Through the improvement planning processes, identify the resource demands of the faculty (materials and staff development).
- * Provide estimates and bids for funding from sources other than school allowance.
- * Provide staffing forecasts and plans of staff allocation to classes for the school timetabler.
- * Prepare an annual budget plan for the faculty so as to maintain and further develop the curriculum.
- * Allocate the Science budget against these priorities and monitor its spending.
- * Ensure systems are in place for the effective use of resources, teaching and learning materials.
- * Ensure that there is always high quality display within the faculty and this changes on a regular basis.
- * Carry out regular inspections of building fabric, furniture, fittings and storage equipment within the faculty area - report areas in need of repair and/or Health and Safety issues.

Administrative

- * Ensure all faculty documentation is kept up to date.
- * Inform through newsletters, faculty meeting agendas, face to face contact, of all matters relevant to the effective operation of the department.
- * Co-ordinate the gathering of faculty assessment information.
- * Take responsibility for the co-ordination of all information relating to examination entries, forecast grades, entry changes etc.
- * Overview the allocation of students to teaching groups and the half termly review of setting procedures.

Pastoral

- * Provide support and counselling for students regarding KS4 courses, progression to post-16, Higher Education and Careers within the areas of Science.
- * Ensure proper behaviour by students when they are working within the department.
- * Provide support for colleagues with all aspects of classroom organisation and management of pupil behaviour through the agreed procedures in the school.
- * Provide the leadership, good example, discipline and care exercised by the head of a family group so that each child feels valued.
- * Know and be directly responsible, within the school, for each individual pupil within the tutor group.
- * Support and monitor pupil achievements and progress within the tutorial group through regular reviewing and setting of targets.
- * Develop good relationships with individual pupils so that all pupils feel able to bring problems to be discussed.
- * Attend form tutor meetings and contribute to the development of the pastoral system through assisting in the development and implementation of existing and new policies.

Others

- * Any other duties which may, from time to time, reasonably be required within the general level of responsibility of the post.

October 2017

HEAD OF SCIENCE DEPARTMENT : PERSONNEL SPECIFICATION

	ESSENTIAL	DESIRABLE
MINIMUM ACADEMIC QUALIFICATIONS	<ul style="list-style-type: none"> * Qualified teacher status. * Degree in Science. 	<ul style="list-style-type: none"> * Good Science Degree. * Further subject based or management qualification.
PROFESSIONAL EXPERIENCE	<ul style="list-style-type: none"> * Recent successful experience of teaching Science throughout 11-16 age and ability range. * Managing a small team or project. * Relevant recent in-service training. * Experience as a form tutor. 	<ul style="list-style-type: none"> * Successful post-16 teaching. * Leading a curriculum development project. * Contribution to whole school management.
PROFESSIONAL KNOWLEDGE	<ul style="list-style-type: none"> * Clear vision of the Science curriculum. * Understanding of the contribution Science makes to the whole curriculum. * Recent developments in Science teaching. * Requirements of National Curriculum and Science examination syllabuses. 	<ul style="list-style-type: none"> * A range of assessment processes in Science subjects.
PROFESSIONAL SKILLS	<ul style="list-style-type: none"> * High proficiency in a range of teaching and learning styles. * Motivate colleagues towards ongoing improvement. * High level of interpersonal and oral/written communication skills. * Working as part of a team. * Using IT within the Science curriculum. 	<ul style="list-style-type: none"> * Conduct department based research projects. * Monitoring and evaluation processes. * Identification and meet individual and team development needs.
ETHOS	<ul style="list-style-type: none"> * Ability to defuse situation and handle crises. * Ability to make relationships easily with young people and adults. * Ability to lead and develop a team. * Awareness of issues concerning parents. 	<ul style="list-style-type: none"> * Understanding of spiritual, moral social and cultural aspects of school life. * Experience of handling parental concerns.
COMPETENCIES	<ul style="list-style-type: none"> * Leadership and management of staff/resources. * Play a lead role in research and development into teaching and learning styles adopted in the Science Department. * Continue to develop, monitor and evaluate the effectiveness of the Science curriculum area. 	
COMPETENCIES cont.	<ul style="list-style-type: none"> * Demonstrate effective classroom management and create disciplined environment for learning. * Good personal organisation. * Self motivation. * Ability to cope with stress. * Ability to meet deadlines. * Ability to use initiative. 	