

THE SELE SCHOOL



JOB DESCRIPTION HEAD OF DEPARTMENT

Department:	Science
Reports to:	Deputy Head
Responsible for:	Science Department
Pay Scale:	MPS or UPS (depending on experience) + TLR (£9478)

Job Summary:

The Head of Department has a crucial role in developing and assessing the science curriculum. Their role requires them to manage a team of specialists, whilst planning and delivering engaging lessons, including lab experiments and other scientific investigations to enable all pupils to make good or better progress. The Head of Department will have excellent curriculum knowledge with the ability to communicate with a range of stakeholders in an enthusiastic and imaginative way.

Key Responsibilities and Duties

- To line manage and carry out the performance management of the Science technician, Biology, Chemistry and Physics subject leaders and to work with Biology, Chemistry and Physics subject leaders, to ensure a consistent approach and wider sharing of best practice, benefitting all learners.
- To oversee the department budget and ensure effective management of use of funds.
- To oversee the work of the Science technicians, to ensure effective technical support for learning in Science.
- Engage in extra-curricular science with a combination of field trips and visits to institutions.
- Willingness to invest extra time to ensure students achieve the best standard of education and identify appropriate attainment and / or achievement targets.
- Use data effectively to identify students who are underachieving and where necessary, create and implement effective intervention to support these students.
- Ensure the team are up to date and respond to local / national issues and agenda, in relation to subject area and professional role.
- To assist with recruitment, appointment, deployment and monitoring of Department staff as appropriate and contribute to the selection and promotion of staff, including references, short-listing and interview.
- Compile teaching groups, including setting where necessary and provide the Senior Leadership Team with the up-to-date information when requested.
- Select students for entry for external examinations, within the school entry policy, and inform the Examinations Officer.
- Provide cover work for classes as necessary.
- Attend relevant policy making meetings, reporting back and implementing changes agreed as part of school policy.

Department

- To support the Department resource needs, particularly with regard to long term planning.
- Support with the development of ECT(s) and other professional trainees at the school.
- Hold regular meetings of the faculty to discuss school policies and their implementation.
- Monitor and manage the performance of all staff in the faculty, providing regular feedback and set targets where appropriate, carrying out Annual Performance Reviews.
- Identify and co-ordinate CPD needs and opportunities.
- Advising SLT of any concerns over staff performance.
- Allocate specific responsibilities within the faculty and ensure that these are carried out.

- Carry out any reasonable subject-related duties assigned by the Headteacher.
- Contribute to the Department's devising and writing of new subject materials when required.
- Provide the Senior Assistant Headteacher with relevant subject, curriculum area of student performance information.
- Help staff to achieve constructive working relationships with students.
- Keep abreast of external curriculum and syllabus developments which may require internal moderation.
- Be prepared to run or assist with activities beyond lesson times.

Generic Duties and Responsibilities

Below sets out the generic main duties and responsibilities of any teacher at The Sele School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all,

Teaching and Learning

- To support and encourage all staff in curriculum development.
- To foster, promote and co-ordinate cross curricular approaches and developments.
- To liaise with timetabling and to contribute as necessary to the planning of the school timetable.
- Plan, prepare and deliver purposeful and productive lessons to assigned classes.
- Encourage pupils and show enthusiasm for their subject in the classroom.
- Mark work according to departmental and school marking policies, giving appropriate feedback and maintain records of pupils' progress in their subject.
- Participate in mutual lesson observations both within and beyond their department as a part of sharing best practice.
- Use teaching strategies that allow for the full range of ability and learning styles in each class, particularly considering the learning needs of SEN pupils.
- Undertake report writing and the award of internal grades as required.
- The Sele School teachers are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the School.
- Act as a role model of good classroom practice for other teachers, modelling effective strategies with them.
- Engage parents/carers to support their child's learning

Pastoral

- Undertake responsibility for a group of students (for example, a tutor group or when on a school trip) to support their personal, social and academic development.
- Promote excellent attendance for students in your tutor group and monitor this in accordance with the schools attendance policy, ensuring any significant issues are communicated swiftly to relevant support staff.
- Be familiar with the School's Health and Safety, Child Protection and other policies and be responsible for personal health and safety and that of the pupils.
- Be prepared to undertake the pastoral role of a form tutor.
- Manage pupil behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the Behaviour Policy (and the Disciplinary Framework) and to enforce the pupils' Code of Conduct and Dress Code Policy.
- If present in school, attend assemblies, supervising the pupils, unless permission has been granted by the Headteacher that they be excused.

Upper Pay Scale Teachers

- Be proactive and make a significant contribution to the development of teaching and learning across the school (for example, leading CPR training).
- Be a mentor to less experienced staff (either within or beyond own subject area).
- Provide support and advice on teaching and learning beyond their own subject area.

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the line manager or Senior Leadership Team.

Safeguarding

The postholder will be required to;

- Submit an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for or come into contact with.