



## IAN RAMSEY CE ACADEMY JOB DESCRIPTION



<b><u>POST TITLE:</u></b>	<b>Director of SCIENCE (Leadership 7-11)</b>
<b><u>GRADE:</u></b>	This post is paid on the Leadership pay scale in accordance with the current National Teachers Pay and Conditions.
<b><u>STANDARDS:</u></b>	The post holder is expected to have met and to maintain the National Teacher Standards.
<b><u>LINE MANAGER:</u></b>	<b>Deputy Headteacher</b>
<b><u>RESPONSIBLE FOR:</u></b>	<b>All staff within the department.</b>
<b><u>WORKING TIME:</u></b>	195 day per year. Full Time.
<b><u>JOB PURPOSE:</u></b>	<ol style="list-style-type: none"><li>1. To provide professional leadership and management for the department to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils.</li><li>2. Supporting groups of pupils develop the skills and knowledge that will ensure outcomes are high across the different areas of the science curriculum.</li><li>3. To work as part of a team and to realise its strategic objectives to ensure a strong curriculum development and delivery. In addition, you will be part of the wider senior leader to gain experience of whole school improvement.</li></ol>

### KEY AREAS OF RESPONSIBILITY

#### Teaching and managing pupil learning

1. Ensure strong common purpose and set high expectations for pupils and staff in the department.
2. Manage resources efficiently so that teaching and learning is effectively supported in the department.
3. Develop comprehensive schemes of learning, which include a range of pedagogical styles providing a rich experience for pupils.
4. Incorporate a variety of assessment methods at key points to enable accurate judgements on pupils progress.
5. Ensure appropriate pathways are available within the department to allow all groups of pupils to achieve.
6. Consider how the subject can promote citizenship, enterprise, SMSC and preparation for adult life.
7. Ensure teachers are clear about teaching objectives and provide guidance on methodology.
8. Ensure pupils literacy and numeracy skills are sustained and developed through all aspects of science.

#### Planning and setting expectations/pupil achievement

1. Plan, develop and monitor schemes of learning, and ensure that composition, effects, and technical accuracy are taught so that all pupils make good progress.

#### Main duties – assessment and evaluation

1. Establish and implement clear practices for assessing, recording, and reporting on pupil achievement, in line with academy policy.
2. Monitor pupil standards and achievement against annual targets and track progress in the department.

### **Communication, relationships with parents/carers and the wider community**

1. Develop and maintain effective methods of communication with the Headteacher, SLT, all other stakeholders and external agencies.
2. Develop links with the local community to extend and enhance the work of the department.
3. Meet regularly and work with the appropriate members of SLT to develop effective departmental leadership and management to ensure an appropriate timetable for all members of the department.
4. Develop relationships with other curriculum leaders and with colleagues from other key stages and sectors in order to provide a smooth transition between academies and phases for all pupils.
5. Hold regular department meetings so new developments and ideas related to the subject are discussed and information is effectively disseminated.
6. Encourage sharing of information with parents/carers and other staff about curricular choices, study skills and pupil performance with a view to building a partnership between parents and the academy. Provide helpful and accurate responses to parent/carer enquiries within 48 hours of receipt.
7. Coordinate the production and maintenance of the department handbook/calendar.
8. Produce information as required for the academy website and online learning platform.
9. Oversee and monitor the accuracy of exam entries and dates and work effectively with the exams officer.
10. Use appropriate publicity channels within and beyond the academy to celebrate and inform the work of the department.

### **Managing and developing staff and other adults**

1. Lead, manage and develop all staff including the second in departments and other TLR post holders. Role model exemplary practice.
2. Liaise with the SENDCo to develop the role of support staff in delivering science.
3. Lead in the development of effective pedagogical practices in the department.
4. Help staff achieve constructive working relationships with pupils.
5. Support colleagues in their management of pupil behaviour by consistent application of the academy policy.
6. Devolve responsibilities and delegate tasks appropriately, recognising and utilising time in others.
7. Sustain motivation; promote enthusiasm, openness to new ideas, commitment and a happy team.
8. Provide full and regular feedback to team members, through department meetings, briefings and notes of items discussed at meetings held for curriculum leaders. Ensure the department is represented at these meetings.
9. Promote links and cooperation with other departments. Ensure department involvement in academy wide initiatives and in the development of whole academy policy.
10. Initiate/maintain the provision of department extra-curricular activities.
11. Ensure that senior colleagues, academy council members and directors are well informed about the department policies, plans, priorities, targets and professional development needs.
12. Be an integral part of the recruitment process for staff within the department area.
13. Be responsible for supporting, training and monitoring Early Career Teachers and ITTs placed within the department.
14. In the role of appraiser, may pay recommendations for colleagues through the appraisal process.
15. Demonstrate commitment to CPD and all academy procedures in relation to pay progression for colleagues in the department.

### **Manage own performance management and development**

1. Keep abreast of new curriculum thinking, teaching methods and examination specifications.
2. Be aware of developments at Key Stage 2 and in further and higher education.
3. Know and understand the implications of the Code of Practice for SEND for teaching and learning in science.

### **Managing resources**

1. Advise senior leaders of staff and resource needs for the department.
2. Ensure the effective and efficient management and organisation of learning resources.
3. Use accommodation to create an effective and stimulating environment for the teaching and learning of the subject.
4. Ensure that there is a safe working and learning environment in which risks are properly assessed.
5. In consultation with the team, formulate the department's strategic and development plans and implement the process by which they will be monitored and evaluated.
6. Ensure that the department handbook is kept up to date and the department development plan is reviewed regularly.

**Strategic leadership**

1. Identify priorities for improvement within the department and contribute to the academy self-evaluation and development planning.
2. Contribute to and respond to whole academy priorities.
3. Use data and other information to inform strategic planning to identify improvement targets and to inform the academy's leadership team.
4. Develop and implement policies and practices for the subject that reflects the academy's commitment to high achievement.
5. Analyse current performance of pupils in science throughout the development and devise strategies for improving standards further
6. Ensure that all members of the team, including those with TLRs have detailed job descriptions which are reviewed and updated annually according to changing needs.
7. Establish, with the involvement of your line manager, plans for the developing and resourcing the department to bring about continuous professional improvement in teaching and learning to impact pupils achievement.
8. Monitor the progress being made towards targets established in subject planning.
9. Evaluate the effects of the department's work in standards of teaching and learning.

**Further conditions of service**

1. You will not take on the role of form tutor, so that you can run interventions at this time, but may be asked to support from time to time.
2. To undertake any other responsibilities as may be reasonably directed by the Headteacher or Executive Headteacher.
3. To support the Christian ethos of both the academy and that of the Dayspring Trust. We welcome applications from all.
4. Adhere to academy policies.

THIS POST IS SUBJECT TO ENHANCED DISCLOSURE. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE.

**Ian Ramsey CE Academy, part of the Dayspring Multi-Academy Trust, is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**