

JOB DESCRIPTION

Post Title: Secondary Science Lead

Salary: MPS/UPS + SEN 1+ TLR 2A

Responsible to: Head of School/SLT

Job Purpose:

The Secondary Science Lead, under the direction of the Head of School, will take a major role in:

The subject leader will take lead responsibility for providing leadership and management for Science to secure:

1. High-quality teaching
2. Effective use of resources
3. Improved standards of learning and achievement for all, across KS3 and KS4.

Your responsibilities will include:

- Promote the subject, its importance, and the value that it brings across the school.
- Have a good understanding of how well the subject is being delivered and the impact it has on pupil achievement.
- Use this understanding to feed into the school development plan and produce an action plan for the subject.
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of the subject.
- Consult pupils, parents and staff about the subject and its effectiveness, and assess the feedback against the school's values, visions and aims.
- Work with the special educational needs co-ordinator (SENCO) to ensure the curriculum matches the needs of different pupils, such as disadvantaged pupils and those with special educational needs and/or disabilities (SEND)
- Use additional staff in the subject area to ensure there is a framework for deployments and that teaching assistants are deployed effectively.

Main duties/responsibilities

In addition to the requirements set out in the current School Teachers Pay and Conditions Document, the Science Subject Lead is responsible for setting and maintaining high standards in the following areas:

Whole School organization

- Contribute to continue to enhance the Link School's drive for excellence in Science.
- Supporting the monitoring and evaluation of academic standards, achievement, and progress across Science at KS3/KS4.

- Develop and review regularly the vision, aims and purpose for the subject area.
- Oversee the planning of the curriculum content, ensuring it is well sequenced to promote pupil progress.
- Ensure the planned White Rose Science Curriculum is effectively and consistently implemented across the school and is delivered in line with the White Rose Maths Curriculum.
- Have an overarching responsibility for pupils' achievement and standards in the subject area.
- Delivering appropriate intervention strategies to support pupil progress and achievement of targets.
- Liaise effectively with exam boards to ensure that teachers understand and are familiar with the syllabuses that are being delivered.
- Providing challenge and support to delivery staff as appropriate.
- Plan and deliver effective CPD for Science.
- Ensure that there are appropriate healthy and safety measures in place include CLEAPSS/COSHH and Science risk assessments across KS3 and KS4.
- Active involvement the Performance Management process as a line manager and as a participant.

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for learners, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Work closely with the team to ensure behaviour management is applied in a safe, fair and consistent manner.
- Manage classes effectively, using approaches which are appropriate to learners' needs in order to inspire, motivate and challenge learners.
- Maintain good relationships with learners, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model to learners and staff, and demonstrate consistently the positive attitudes, values and behaviour, which are expected within school of learners.
- Have high expectations of behaviour, promoting self-control and independence of all learners.
- Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, promoting timely recording and intervention and ensuring school policies and procedures are complied with, raising any concerns following school protocol/procedures.
- Actively model and promote high standards in safeguarding pupils.

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to learners' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school
- Foster positive relationships with parents and the wider community.
- Foster a positive culture within the school for learners and staff.
- Encourage interaction and teamwork within the school to share ideas and new initiatives

Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on learners' progress, attainment and well being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your performance management appraisal
- Proactively participate with arrangements made in accordance with the current performance management regulations (STPCD 2013)

Other

- To have professional regard for the ethos, policies and practices of the school, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the headteacher

Professional Values and Practices

- Have due regard to confidentiality, child protection procedures, safeguarding procedures, health and safety, other statutory requirements as well as the policies of the governing body and local authority
- Have high expectations of all learners, respecting social, cultural and ethnic backgrounds, and being committed to raising their educational achievement.
- Treat learners with respect and consideration
- Work collaboratively with colleagues as part of a professional team, carrying out role effectively, seeking support and advice where necessary
- Reflecting on and seek to improve personal practice
- Working within the schools' policies and practices, being aware of legislation relevant to personal role and responsibility

- Recognising equal opportunities issues as they arise and responding effectively in line with school policy and procedures
- Look for and use opportunities to develop the whole child.

Liaison and Communication

- Promote the ethos and vision of the school to others.
- Act as an ambassador for the school in developing partnerships and links with other stakeholders.
- Maintain strong relationships with parents, staff, governors and the whole community ensuring that pupils/members of the public are treated with equal respect.

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

These duties are neither exclusive nor exhaustive, and the post holder may be required to undertake other duties and responsibilities.