



Stepney All Saints School

We Learn Together | We Pray Together | We Achieve Together

Headteacher: Mr P Woods

JOB DESCRIPTION Department: Science

Job Title: Head of Science

Responsible for: leadership of Science department and effective delivery of an outstanding curriculum of Science to ensure all our pupils make excellent progress.

Specific Responsibilities:

- To provide strong and supportive leadership of Science
- To lead the department to the highest standards of professionalism as a role model for colleagues and pupils
- To provide effective leadership to a team of teachers in the delivery of the GCSE and A Level teaching of Science
- To work alongside subject specialist teachers in leading the design and implementation of an outstanding curriculum for Science
- To constantly review and develop the quality of teaching and learning within the department to ensure outstanding practice and the development of exceptional performance skills in pupils
- Be held accountable for the progress of all pupils in Science
- To promote Science and ensure it is thriving within the Sixth Form

Leadership of subject:

- To ensure creative curriculums are developed and implemented in Science and ensure the delivery of high-quality teaching, in all curricular activities
- To take the lead on enriching the Science curriculum with appropriate fieldwork opportunities
- Develop curriculums that meets the needs of all learners
- Develop innovative schemes of work which are inspiring for learners and teachers alike
- To assess the performance of pupils and record their development, progress and attainment and ensure this is done consistently across the department using internal moderation where necessary
- Analyse progress and attainment data and use this to raise student attainment, direct student intervention and inform possible changes to curriculum design
- Work in collaboration with colleagues to ensure pupils receive high quality interventions
- Through regular observation and feedback, mentor subject teachers to ensure excellent teaching and learning in all lessons
- To keep up to date with all initiatives and developments in teaching and in the subject
- Ensure that classroom teachers are utilising best practice for the teaching of Science
- Lead departmental inset to share good practice and develop teaching and learning within each subject area
- Conduct evaluations of the quality of teaching and learning of individual classes and as a department, agreeing implementing and holding teachers to account to changes to teaching and learning
- Create and sustain a positive department culture, where staff feel collectively supported and developed
- Take the role of Performance Manager for members of the department



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Teaching and Learning

- Plan and teach engaging and challenging lessons
- To provide clear structures for lessons, and for sequences of lessons, in the short, medium and longer term, which maintain pace, motivation and challenge
- To plan effectively to ensure that pupils have the opportunity to meet their potential, taking account of the needs from those who are underachieving to those who are very able, making use of relevant information and specialist help where available
- Use regular, measurable and significant assessments of teaching
- Complete all reporting on time
- Closely monitor progress and attainment of pupils and use it to inform teaching
- To set high expectations for pupil behaviour and establish a safe environment that supports learning and where pupils feel secure and confident
- Maintain regular and productive communication with parents about their child's progress, behaviour and development, including attending after school parent meetings as required

Communication with:

- All relevant parties including students, parents, staff and other external agencies

Reporting responsibilities:

- providing required reports for the Governing Body meetings and additional reports as requested by the Headteacher or the Governors

Other Duties and Responsibilities:

- Carrying out other duties that the Headteacher may reasonably request

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health and safety security, confidentiality and data protection, reporting all concerns to the appropriate person.

Equal opportunities statement

Adhere to the School's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

Child protection

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the School.

Commensurate statement

Undertake any other reasonable duties commensurate with the role as determined by the Headteacher/Manager.

This job description is not prescriptive in that the needs of the School may change and this could necessitate revision in the future and amendment at any time involving appropriate consultation with the postholder.



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Signed

Postholder (PRINT NAME & SIGN)

Date _____

Signed

Headteacher

Date _____

