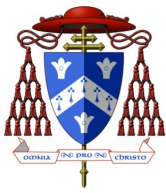




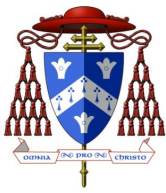
JOB DESCRIPTION – HEAD OF SCIENCE	
Job Purpose:	<p>Under the direction of the Assistant Principal:</p> <ul style="list-style-type: none"> To support the Catholic ethos of the school through delivery of thought for the week, attendance at assembly and other acts of collective worship. To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate. To monitor and support the overall progress and development of students as a teacher/form tutor. To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. To contribute to raising standards of student attainment and achievement within the whole subject area and to monitor and support student progress. To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
General Responsibilities:	<ul style="list-style-type: none"> To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress. To be accountable for student progress and development within the subjects within the Science faculty. To actively monitor and follow up student progress, leading the Science team in identifying any under-performance and planning necessary interventions. To develop and enhance the teaching practice of others. To be accountable for leading, managing and developing the subjects within the Science faculty To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum. To link with the leadership team to ensure work in the curriculum area fully reflects the school's distinctive ethos and mission. To ensure Health and Safety policies and practices, including risk assessments, throughout the faculty are in-line with national requirements and are updated where necessary.
Working Time:	195 days per year. Full time.
Salary/Grade:	Teachers' Pay Scale plus TLR
Disclosure level	Enhanced
MAIN (CORE) DUTIES	
Operational/ Strategic Planning	<ul style="list-style-type: none"> To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department, within the designated area. The day-to-day management, control and operation of one curriculum area provision within the faculty. To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the school. To assist in the management of the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of the students and the aims and objectives of the school.
Curriculum Provision:	<ul style="list-style-type: none"> To assist the Senior Leadership Team, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.
Curriculum Development:	<ul style="list-style-type: none"> To lead curriculum development for the whole department with particular emphasis on the relevant curriculum area. To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. To keep up to date with national developments in the subject area and teaching practice and methodology. To liaise with the Assistant Principal for Teaching and Learning to maintain accreditation with the relevant examination and validating bodies. To be responsible for key skills within the curriculum area. To ensure the development of cross curricular subjects is in line with national developments.



<p>Staffing</p> <p>Staff Development:</p> <p>Recruitment/ Deployment of Staff</p>	<ul style="list-style-type: none"> • To take part in the school's staff development programme by participating in arrangements for further training and professional development. • To continue personal development in the relevant areas including subject knowledge and teaching methods. • To engage actively in the Appraisal process. • To ensure the effective/efficient deployment of classroom support. • To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures. • To work as a member of a designated team and to contribute positively to effective working relations within the school. • To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the cover office. • To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures. • To promote teamwork and to motivate staff to ensure effective working relations.
<p>Quality Assurance:</p>	<ul style="list-style-type: none"> • To ensure the effective operation of school quality assurance procedures. • To establish the process of target setting within the faculty and to work towards achievement. • To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school quality assurance procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. • To help to establish common standards of practice within the subject area and develop the effectiveness of teaching and learning styles in the subject area. • To contribute to the school procedures for lesson observation. • To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of school. • To ensure the faculty quality procedures meet the requirements of self-evaluation. • To evaluate the impact of any staff training activities.
<p>Management Information:</p>	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning the relevant subject area on the management information system. • To assist in the production of reports on examination performance, including the use of value-added data. • To assist in the of identification exam entries within the department. • To maintain appropriate records and provide relevant accurate and up-to-date information for SIMS, registers etc. • To track student progress using school systems and use information to inform teaching and learning. • To ensure that key stage leaders have current information on the students receiving intervention in addition to that undertaken by the class teacher. • To produce reports for senior leadership relating to the faculty performance and development to include; examination performance, including the use of value-added data.
<p>Communications:</p>	<ul style="list-style-type: none"> • To communicate effectively with the parents of students as appropriate. • Where appropriate, to communicate and co-operate with persons or bodies outside the school. • To follow agreed policies for communications in the school. • To represent the faculty views and interests.
<p>Marketing and Liaison:</p>	<ul style="list-style-type: none"> • To take part in marketing and liaison activities such as Open Evening, Parent Evenings, Review days and liaison events with partner schools. • To contribute to the development off effective subject links with external agencies. • To actively promote the development of effective subject links with external agencies.



Management of Resources:	<ul style="list-style-type: none"> To contribute to the process of the ordering and allocation of equipment and materials. To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, to include; deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records. To work with the designated member of the leadership team in order to ensure the faculty's teaching commitments are effectively and efficiently timetabled and roomed. To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students.
Pastoral System:	<ul style="list-style-type: none"> To promote the general progress and well-being of individual students and of the Form Tutor group as a whole. To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System. To register students, accompany them to assemblies; facilitate and lead collective worship in tutor groups and year assemblies; encourage their full attendance at all lessons and their participation in other aspects of school life. To evaluate and monitor the progress of students and keep up-to-date student records as may be required. To contribute to the preparation of Action Plans and progress files and other reports. To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff To contribute to PSHE and citizenship and enterprise according to school policy To apply the Behaviour management systems so that effective learning can take place.
Teaching:	<p>Plan and teach well-structured lessons</p> <ul style="list-style-type: none"> impart knowledge and develop understanding through effective use of lesson time promote a love of learning and children's intellectual curiosity set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired reflect systematically on the effectiveness of lessons and approaches to teaching contribute to the design and provision of an engaging curriculum within the relevant subject area(s). <p>Adapt teaching to respond to the strengths and needs of all pupils</p> <ul style="list-style-type: none"> know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them. <p>Make accurate and productive use of assessment</p> <ul style="list-style-type: none"> know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements make use of formative and summative assessment to secure pupils' progress use relevant data to monitor progress, set targets, and plan subsequent lessons give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.
Responsible for:	The provision of a full learning experience and support for students.
Responsible to:	Assistant Principal, Head/Executive Principal



Cardinal Wiseman Catholic School

Part of The Romero Catholic Academy

- Make a positive contribution to the wider life and ethos of the school.
- Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues.
- To actively promote the school's corporate policies.
- To engage actively in the staff review and development process.
- To undertake any other duty as specified by STPCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Effective: May-18