



AYLESTONE SCHOOL

JOB DESCRIPTION FOR HEAD OF SCIENCE

Core Purpose

To provide professional leadership, direction and management for science in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement for all pupils.

1. Strategic direction and development of the science faculty

You are responsible for providing the vision for the future, for developing and implementing science faculty policies, plans, targets and practices within the context of whole school and faculty aims and policies. You are expected to:

- 1.1 Develop, implement and monitor faculty policies and practices which reflect the school's commitment to high standards, high expectations, high achievement and to effective teaching and learning.
- 1.2 Create a climate which enables staff to develop and maintain positive attitudes towards the subject taught, and confidence in teaching it.
- 1.3 Ensure that policies, practices, expectations, targets and teaching methods are informed by relevant national, local and school data, plus research and inspection evidence.
- 1.4 Monitor and evaluate all aspects of the work of the faculty and use this to inform priorities and targets for improvement.
- 1.5 Establish with the involvement of relevant staff, Faculty Improvement Plans which
 - contribute to whole school and faculty aims, policies and practices
 - include realistic and challenging targets for improvement in the short, medium and long term
 - detail action, timescales and criteria for success
 - are understood by all those involved in putting the plans into action
- 1.6 Monitor the progress made in achieving faculty plans and targets, evaluate the effects on teaching and learning, and use this to guide further improvement
- 1.7 Establish a shared understanding of the importance and role of the work of the faculty in contributing to pupils' personal, social, spiritual, moral and cultural development, and in preparing them for adult life.

2. Teaching and Learning

You are responsible for promoting and sustaining effective teaching and learning within your faculty, for monitoring and the quality of teaching, for evaluating standards of pupils' achievement and for setting targets for improvement. You are expected to ensure that all staff within the faculty:

- 2.1 Ensure coverage, continuity and progression in the curriculum area for all pupils, including those of high ability and those with SEN or linguistic needs.
- 2.2 Ensure that detailed schemes of work and lesson plans are in place which meet the requirement of the National Curriculum, provide appropriate challenge and are differentiated to meet the needs of all pupils.
- 2.3 Ensure that teachers are clear about the teaching and learning objectives in lessons and communicate these to pupils.
- 2.4 Provide guidance on the choice of appropriate teaching and learning strategies to meet the needs of all pupils.
- 2.5 Establish and implement clear policies and practice for assessing, recording and reporting on pupil achievement.
- 2.6 Ensure that assessment data is used across the faculty for recognising pupil achievement, for setting targets for improvement and to ensure good progress
- 2.7 Ensure the effective development of pupil's literacy, numeracy and ICT skills within the curriculum area.
- 2.8 Set expectations and targets in relation to standards of pupil achievement, and evaluate progress and achievement by all pupils

Continued/...

- 2.9 Identify pupils who are underachieving within the faculty and where necessary create and implement effective plans to support those pupils
- 2.10 Evaluate the teaching within the curriculum area, identify effective practice and areas for improvement and take appropriate action to further improve the quality of teaching.
- 2.11 Ensure the faculty contributes to the effective development of pupils' individual and collaborative study skills necessary for them to become independent learners.
- 2.12 Work in partnership with parents and provide information about the curriculum, attainment, progress with learning targets.
- 2.13 Develop links with the local community in order to extend the subject curriculum, enhance teaching and learning and develop pupils' wider understanding.
- 2.14 Ensure that appropriate standards of behaviour are established and maintained through the faculty.

3. Leading and Managing Staff

You are responsible for ensuring all members of your faculty are provided with the support, challenge, information and professional development necessary to continually improve the quality of teaching and learning.

- 3.1 Establish clear expectations and positive working relationships among faculty staff through team working and mutual support
- 3.2 Ensure a consistent team approach to raising achievement within the faculty
- 3.3 Help faculty staff establish constructive working relationships with pupils.
- 3.4 Delegate tasks and devolve responsibilities as appropriate, evaluating practice and developing a shared sense of accountability.
- 3.5 Sustain the motivation of all faculty staff
- 3.6 Carry out professional development interviews with all faculty staff to identify training needs
- 3.7 Lead the professional development of faculty staff and liaise with appropriate colleagues to co-ordinate the provision of high quality professional development
- 3.8 Ensure that trainee and newly qualified staff are appropriately trained, monitored, supported and assessed in relation to standards for QT status, the Career Entry Profiles and standards for induction.
- 3.9 Work with the SENCO and other SEN staff to ensure that plans are used to set subject specific targets and to match teaching and learning to pupils' needs
- 3.10 Ensure that the Headteacher, Senior Management and Governors are well informed about faculty policies, plans and priorities.
- 3.11 Appraise staff as required by the school policy and use the process to develop their personal and professional effectiveness

4. Deployment of staff and resources

You are responsible as the Head of Faculty for identifying appropriate curriculum and staffing resources and ensuring they are used effectively, efficiently and safely. You are expected to:

- 4.1 Establish staff and resource needs and advise senior team of likely priorities for expenditure
- 4.2 Allocate available resources with maximum efficiency to meet the objectives of the school and faculty plans
- 4.3 Ensure the effective and efficient management and organisation of learning resources including ICT
- 4.4 Maintain existing resources and ensure the development of new resources
- 4.5 Create an effective and stimulating learning environment within the faculty.
- 4.6 Ensure a safe working and learning environment in which risks are properly assessed

PERSON SPECIFICATION FOR HEAD OF SCIENCE

Information for candidates: the person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience and abilities to those listed below. Tell us in what way you have carried out the criteria asked for.

		RELEVANT CRITERIA	ESSENTIAL ✓ where relevant	DESIRABLE ✓ where relevant
1.	EDUCATION /QUALIFICATIONS	<ul style="list-style-type: none"> • A degree and appropriate teaching qualification. • Proven experience as an excellent classroom practitioner teaching the full ability range 11-16. • Successful management experience (as a Head of Subject, Head of Year, or responsibility post-holder). • Evidence of recent relevant professional development activities. • Considerable experience of curriculum development. 	✓ ✓ ✓ ✓	✓
2.	KNOWLEDGE / UNDERSTANDING	<ul style="list-style-type: none"> • An understanding of the vital contributions made by the faculty to the personal development of young people. • An in-depth understanding of the nature of science and its relationship to the curriculum as a whole. • Secure knowledge of the statutory requirements for science and assessment, recording and reporting requirements in the subjects. • Good knowledge and understanding of the characteristics of high quality teaching in science and the main strategies for improving and sustaining high standards of teaching, learning and achievement for all students. 	✓ ✓ ✓ ✓	

		RELEVANT CRITERIA	ESSENTIAL ✓ where relevant	DESIRABLE ✓ where relevant
		<ul style="list-style-type: none"> • A full appreciation of the contribution the subjects can make to furthering the school's aims and to its central priority of further raising achievement. • A full knowledge and understanding of the contribution the subjects can make to the school's Inclusion Policy and practice. • Knowledge and understanding of how evidence from a variety of sources can be used to inform expectations, targets and teaching approaches in the faculty. • Knowledge and understanding of the current use and future potential of information technology to aid teaching and learning of the subjects and to assist with subject management. • A willingness to co-ordinate a range of extra-curricular activities. • Experience in working with outside agencies. 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>
3.	SKILLS / PERSONAL QUALITIES	<ul style="list-style-type: none"> • Ability to set high standards and provide a professional role model for staff in the teaching and learning of the subject. • Ability to set clear aims, direction and purpose for the subject and to lead a team to achieve identified aims. • First class communication skills (written and oral) for working with a variety of audiences. • Energy and enthusiasm for all aspects of the post. • Creative approach to curriculum development and school development. • Strong commitment to maintaining and improving still further the quality of teaching and learning and standards achieved in the Faculty. • Ability to evaluate the quality of classroom experience. 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>

		<p align="center">RELEVANT CRITERIA</p>	<p align="center">ESSENTIAL ✓ where relevant</p>	<p align="center">DESIRABLE ✓ where relevant</p>
		<ul style="list-style-type: none"> • Ability to support, guide and motivate others. • Ability to provide strong leadership and to work as a member of a team and to understand when these roles are appropriate. • Ability to work under pressure, to meet challenging deadlines and to be adaptable. • Good organisation and proven administrative abilities. • Ability to devolve responsibilities and delegate tasks, as appropriate. • Ability to identify professional development needs and encourage continuing professional development, plan and organise INSET. • Ability to develop successful relationships with students and to employ a variety of strategies for behaviour management. • A firm commitment to the comprehensive education system. • A good level of ICT skills and understanding of the ways in which ICT can be used to enhance the teaching and learning of students. • Sound judgement and integrity. • The ability to be a reflective practitioner. • A sense of humour! • Enhanced DBS clearance. 	<p align="center">✓</p> <p align="center">✓</p> <p align="center">✓</p> <p align="center">✓</p> <p align="center">✓</p> <p align="center">✓</p> <p align="center">✓</p> <p align="center">✓</p> <p align="center">✓</p> <p align="center">✓</p> <p align="center">✓</p> <p align="center">✓</p> <p align="center">✓</p> <p align="center">✓</p> <p align="center">✓</p>	