

Job Description

Unsworth Academy			
Job No.	Post Title	Proposed Grade	Date
	Second in Science Department	TLR 2b	September 2020

Responsible to: Head of Science

Core purpose:

To play a leading role, under the direction of the Head of Science, in:

- Helping formulate the intent, aims and objectives of the department, within those of the whole school;
- implementing the policies and processes through which they will be achieved;
- managing staff and resources to achieve the department's aims and objectives;
- The monitoring and evaluation of progress towards their achievement.

Key responsibilities:

In addition to the duties detailed in the latest edition of the School Teachers' Pay and Conditions document, the Second in Science will:

- Work with the Head of Science to implement the School's strategic vision
- Support the Head of Science in ensuring the effective and consistent implementation of school policies within the department;
- Take a leading role in producing and securing the objectives of the Department Improvement Plan and other required action plans;
- Demonstrate the vision and values of the school in everyday work and practice;
- Support the Head of Science in leading, motivating and working with other members of the department to create a shared culture of high expectations, recognition of success and positive relationships.
- To ensure health and safety procedures and statutory regulations are adhered to by all science teachers.

Specific responsibilities:

- Support the Head of Science within the department to ensure the effective and consistent monitoring, evaluation and development of:
 - the quality of teaching and learning
 - pupils' progress and attainment
 - pupils' personal welfare behaviour and safety

Quality of Education

Support the Head of Science to:

- Ensure that the quality of teaching and learning is monitored and evaluated effectively across the department leading to the identification of areas of strength and weakness at individual teacher and subject/department level.
- Routinely monitor and report on the quality of teaching on a regular basis, ensuring that good practice is shared and appropriate staff CPD signposted.
- Ensure that procedures are in place to support continuing development in the quality of teaching across the department. Including, keeping abreast of local, regional and national initiatives and priorities.
- Ensure that the progress and attainment of pupils is monitored and evaluated effectively across the department leading to the identification of success and underperformance at individual pupil, class and subject/department level.
- Report on pupils' attainment and progress on a regular basis and support the implementation of strategies to raise pupils' achievement in science.
- Develop and implement an effective programme of intervention for pupils who are underachieving within the department.
- Identify, implement and evaluate an effective provision for students educated off-site.

Behaviour and Attitudes (Safety)

Support the Head of Science to:

- Ensure that the standards of behaviour and attendance are monitored and evaluated effectively across the department leading to the identification of key priorities for improvement.
- Report on standards of behaviour and attendance on a regular basis.
- Ensure that procedures are in place to support continuing improvement in the standards of behaviour and attendance across the department.
- Ensure the school's Child Protection and safeguarding policies and procedures are consistently implemented across the department.
- Ensure science safety regulations are known and followed by all in the department so that staff and pupils are safe. (CLEAPSS and COSHH)

Leadership and Management

- Contribute to the effective implementation of the school's Staff Appraisal/Performance Management procedures.
- Take responsibility for specific aspects of the work of the Department as identified by the Head of Department.
- To ensure the department is well represented at whole school events.
- Work with your team to ensure that professional standards are upheld and promoted.
- Celebrate and effectively share the work of the department with all stakeholders.

**Person Specification
Second in Science Department
Salary Range: TLR 2b**

(A) Educational Attainment

	Essential	Desirable	Source
Qualified teacher status in relevant subject (s)	✓		A
Degree	✓		A
Significant recent Inset		✓	A

(B) Work Experience

	Essential	Desirable	Source
A proven track record of raising and maintaining high educational standards beyond your own classes	✓		A, I, R
Substantial successful experience of teaching students of all abilities in the secondary phase	✓		A, I, R
Successful experience of managing and monitoring the work of other staff	✓		A, I, R
Successful experience of the management of change in the secondary setting		✓	A, I

(C) Knowledge, Skills and Aptitudes

	Essential	Desirable	Source
Good knowledge of the national curriculum and relevant schemes of work	✓		A, I
Proven knowledge of AfL	✓		A, I
Proven management and leadership skills		✓	A, I
Good knowledge of the underlying principles of learning	✓		A, I
Good understanding of how to develop skills and attributes in students		✓	A, I
Good knowledge of how to use ICT to enhance learning	✓		A, I

(D) Personality & Character

	Essential	Source
Ability to motivate and enthuse others	✓	A, I
Commitment to comprehensive education and personalisation	✓	A, I
High level of initiative and self motivation	✓	A, I
Good record of attendance and punctuality	✓	A, R
Commitment to making a contribution to the wider aspects of school life.	✓	A, I

Key : A – application, I – Interview, R – references