

Assistant Head of Department - Science Permanent Contract

JOB DESCRIPTION

Job Title : **Assistant Head of Department - Science**
Responsible to : **Head of Department – Science**
Contract : **Permanent**

The current conditions of employment of school teachers as laid down by the Department for Education will apply.

1. TITLE AND GRADE OF POST

Assistant Head of Department - Science, TLR 2.2 £4,653.

2. PURPOSE OF THE JOB

As part of the leadership group in Science you will work closely and directly with the Head of Department.

3. RESPONSIBLE TO

The post holder is responsible to the Headteacher in all matters and to the Head of Department – Science in respect of curricular matters.

4. LIAISING WITH

The post holder should interact on a professional level with colleagues and seek to establish and maintain productive relationships with them and to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.

5. PARTICULAR RESPONSIBILITIES

The main duties of the post will be decided following a successful appointment and based on the candidates strengths.

In addition to the main areas of responsibility, you will:

- Be an excellent classroom practitioner who can teach a variety of classes across the ability range at both KS3 and KS4.
- Produce, regularly review, monitor and evaluate the Science Schemes of Work.
- To work with the Head of Department to monitor and evaluate teaching and learning across the department in line with both department and whole school policy.
- Work with the Head of Department to develop pedagogy in the based upon educational developments and research led practice.

6. OTHER ACCOUNTABILITIES

A.) Support the development of the subject

- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for all pupils studying within the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body.
- Assist the Head of Department in the formulation of Science policy, aims and objectives which meet National Curriculum requirements and the school's curriculum and equal opportunities policies.
- Actively participate in promoting and implementing the relevant sections of the Departmental Action Plan and ensure that your team is clear about action to be taken, timescales and criteria for success.
- Assist the Head of Department in promoting a Science ethos across the school.

B.) Teaching and Learning

- Monitor the progress made towards the Department Action Plan, evaluate the effects on teaching and learning, and use this analysis to guide further improvements.
- Secure and sustain effective teaching of the subject for self and others, evaluate the quality of teaching and standards of pupils' achievements and set targets for improvement.
- Monitor curriculum coverage, continuity and progression for all pupils, including those of high ability and those with special educational or linguistic needs.
- Assist the Head of Department with monitoring and evaluation of teaching and learning in Science.
- To ensure the department's assessment and homework policies conform to school policies.
- To establish and implement clear policies and practices for assessment for learning, assessment of learning, recording and reporting on pupil achievement, and for using this information to recognise achievement and to assist pupils in setting targets for further improvements.

C.) Leading and Managing Staff

- Ensure that the Headteacher, Senior Leadership Team and governors are informed about developments and activities.
- To line manage staff as part of the annual performance development cycle.
- To ensure effective development of pupils' literacy, numeracy skills.

D.) Efficient and effective deployment of staff and resources.

- Access appropriate resources for the subject and ensure that they are used effectively, efficiently and safely.
- Deliver in-service training and support in the professional development of colleagues to develop skills.

E.) To be the form tutor of an assigned group of pupils:

- To promote the general progress (using the data provided by the Positive Behaviour Referral System) and well-being of individual pupils and of the group as a whole.
- Register pupils' attendance daily, recording absences etc. on the MIS system. Completing the weekly update, uniform checks, check and sign Homework Diaries weekly, write and compile reports as required.

- Escort pupils to assembly and supervise behaviour.
- Liaise with Heads of Year to ensure the implementation of the school's pastoral system.
- Other duties in line with the role of the Form Tutor as specified in the 'Staff Handbook'.

7. ADDITIONAL SPECIFIC RESPONSIBILITIES

- To take part in the school's staff development programme by participating in arrangements for further training and professional learning. To continue own professional development in relevant areas including subject knowledge and teaching methods.
- Engage actively in the performance management review process of the school.
- To comply with all financial, safety, data protection, child protection and equal opportunity requirements and any other relevant guidelines.
- To undertake any other reasonable duties as may be agreed from time to time with your Line Manager or Headteacher.

PLEASE NOTE

- The above responsibilities are subject to the general duties and responsibilities contained in the 'School Teachers' Pay and Conditions' document.
- Your job description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification or amendment at any time after consultation with you.

SECONDARY DUTIES

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: holder	Post	Date:
Signed: Headteacher		Date:

The school is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people and expects all staff and volunteers to share this commitment. The information requested for applicants is considered to be objectively justified to comply with government guidance on safer recruitment in such areas. Appointment to this post will be subject to a Disclosure and Barring check.

Hollingworth Academy operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school which is wholly owned, leased or operated and occupied by the school.



EQUITY

EXCELLENCE

ENTERPRISE

ENGAGEMENT