

<b>POST TITLE:</b>	<b>Second in Charge of Science with responsibility for Chemistry or Physics</b>
<b>STATUS:</b>	<b>Permanent</b>
<b>SCALE:</b>	<b>Main Scale/Upper PayScale plus TLR 1a</b>
<b>LINE MANAGER:</b>	<b>Head of Science</b>

## **Job Description**

To provide professional leadership and management of the Chemistry or Physics team, to support and develop the team and to hold team members accountable for student progress. To manage, lead and develop the curriculum in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement of all students.

In addition to the duties set out in the “School Teacher Pay and Conditions of Service” document and the Job Description for classroom teachers, this post carries with it the following responsibilities in the first instance:

### **Principal Accountabilities: in addition to general teaching responsibilities**

- To agree, monitor and evaluate the subject student progress targets, making a measurable contribution to whole school targets.
- To contribute positively to both the Faculty and whole School Improvement Plans.
- To provide regular feedback for the team in a way that recognises good practice and supports their progress against performance management objectives.
- To assist the Head of Faculty in the ongoing review of the subject area, consistent with the school’s self evaluation procedures.
- To ensure all team members understand and are effectively implementing all aspects of school agreed policy, including the school’s behaviour and inclusion policies.
- To oversee and evaluate the Faculty budget allocation to ensure the budget is spent in line with priorities and principles of best value.
- To engage team members in the creation, implementation and improvement of schemes of working that encapsulate the key school learning strategies.

### **Specific Roles and Responsibilities**

#### **DUTIES AND RESPONSIBILITIES**

##### **To lead and manage the team:**

- To ensure a coordinated approach to teaching, learning, and assessment, recording and reporting, across all Key Stages in line with whole school policies.
- To ensure a coordinated approach to the management of attendance and punctuality to lessons and behaviour in line with whole school policies.
- To ensure that the team has a consistent approach to work with all students including those on the SEN, EAL and MA&T registers and that this is followed up in departmental practices and documentation.

- To develop schemes of work, which provide for differentiation and emphasise the use of skills and knowledge.
- To keep the curriculum under review.
- To maintain the commitment for students to pursue Chemistry or Physics post 16.
- To encourage students to participate in visits and other events as extra-curricular activities.
- To monitor and evaluate the delivery of the curriculum through line management of staff and oversight of student's work and lesson observations.
- To make a major contribution to the School Improvement Plan through whole school and department planning and evaluation.
- To work effectively with other Heads of Department within the Borough.

## **Teaching, Learning and Assessment:**

- To oversee students' work within Science and ensure that learning experiences offered to students are appropriate and relevant to their needs.
- To continually review and develop the range of learning experiences offered to students.
- To keep informed of curriculum developments relevant to the subject.
- To contribute to detailed schemes of work in line with national requirements and school policy.
- To ensure that students' work is regularly assessed and progress monitored, and that accurate records of progress are kept.
- To contribute to devising and implementing strategies for celebrating pupil achievement, e.g. regular display of work.
- To ensure that profiles and progress reports are written on all students, by published deadlines, and that these conform to school policy.
- To work effectively in liaison with the Inclusion team to support the achievement of students with special educational needs.
- To be willing to participate in the implementation of cross-curricular links within the department/faculty.
- To assist where necessary, the Head of Faculty in supporting public and internal examinations.
- To liaise with the appropriate tutor and/or Head of Year, to ensure that the educational needs of all students are met.

## **(a) Professional Support**

- To offer all team members opportunities to aid their professional development. Such opportunities should reflect the school's approach to appraisal and include strategies for extending professional experiences, and be agreed in consultation with the CPD coordinator.
- To ensure that appropriate work is set for cover staff.
- To contribute to the preparation and regular update of the Faculty Handbook.
- To assist the Head of Faculty in maintaining a disciplined learning environment within Chemistry or Physics.

## **(c) Communications**

- To attend appropriate meetings and to provide opportunities for ideas/information to be fed back to and discussed with all team members.
- To contribute to effective liaison with institutions outside the school, including post-16
- To keep team members informed of curriculum developments.
- To liaise with parents, as and when appropriate.

## **(d) Resources**

- To monitor and ensure the allocated capitation for Chemistry or Physics is spent appropriately and to keep the line manager and SLT informed of financial needs and spending.
- To help ensure that the general environment within the science area is in keeping with Health and Safety procedures and that the furniture requirements and the general environment is kept in good order, reporting any concerns to person in charge of premises and facilities.

**(e) General**

- Undertake additional tasks as required from time to time to support the growth and operational requirements of the faculty/team
- Participate in the regular review of this job description.

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

The post holder will be expected to work flexibly and carry out all duties in compliance with the school and learning Trust policies.

Signed:..... Date .....  
Headteacher

I acknowledge that I have seen, understood and received a copy of the job description.

Signed:..... Date .....  
2<sup>nd</sup> in charge of Science

## PERSON SPECIFICATION

Qualifications:	
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• Degree or equivalent plus teaching qualification	<b>S</b>
• Evidence of continuing professional development.	<b>S</b>
<b>Experience:</b>	
• Evidence of excellent teaching and classroom management skills	<b>S</b>
• Successful experience of teaching in inner city comprehensive schools.	<b>S</b>
• Successful experience of teaching across the age and ability range	<b>S</b>
• Successful involvement in planning, implementing and evaluating initiatives to raise achievements	<b>S</b>
<b>Management and leadership skills:</b>	
• The ability to motivate and lead people	<b>S</b>
• The ability to plan collectively.	<b>S</b>
• The ability to build good relationships with all students and adults	<b>I</b>
<b>Professional knowledge and understanding:</b>	
• Evidence of excellent knowledge, understanding and enthusiasm for the subject and the capacity to engage students in the learning of the subject	<b>S</b>
• Understanding of Key stage 2 to 3 transition issues	<b>S</b>
• Understanding of the 14 to 19 curriculum	<b>I</b>
• Knowledge and some experience of school self-evaluation	<b>D</b>
• The ability to use ICT effectively to support tasks and activities	<b>I</b>
<b>Skills, abilities and personal qualities:</b>	
• The ability to promote and maintain the highest standards in all aspects of the work in the school.	<b>I</b>
• Team player with energy, enthusiasm and perseverance.	<b>I</b>
• Very good organisational skills, encouraging positive collaborative working practices	<b>I</b>
• Good communication skills, showing sensitivity and strength	<b>I</b>
• Mentoring and coaching skills, showing ability to be both constructive and critical	<b>D</b>
• Ability and skills to manage change	<b>S</b>
• A commitment to developing curriculum activities within Science Faculty	<b>S</b>
• Evidence of a commitment to equal opportunities policies and an understanding of their effective operation within schools.	<b>I</b>