

## Job Description

**NAME:**

**DATE:**

**POST HELD:** Head of KS4 Science

**SALARY SCALE:** TLR 2c (£6,795)

### General Duties

Teaching Science to designated classes of students and general welfare of a tutor group in accordance with the requirements of the School Teachers' Pay and Conditions Document 2020 and the National Standards for Qualified Teacher Status, having due regard to the requirements of the National Curriculum, the Academy's aims and objectives, schemes of work and any policies of the Governing Body. To share in the corporate responsibility for the well-being and discipline of all students.

### Principal duties and responsibilities as Teacher of Science:

- Plan for progression across the age and ability range, designing effective learning sequences within lessons and across series of lessons informed by secure subject/curriculum knowledge.
- Design opportunities for learners to develop their literacy, numeracy, ICT and thinking and learning skills appropriate within their phase and context.
- Plan, set and assess homework, other out-of-class assignments and coursework for examinations, where appropriate, to sustain learners' progress and to extend and consolidate their learning.
- Teach engaging, challenging, well-organised lessons and sequences of lessons informed by well-grounded expectations of learners and designed to raise levels of attainment across the age and ability range they teach in which they:
  - use an appropriate range of teaching strategies and resources, including e-learning, which meet learners' needs and take practical account of diversity and promote equality and inclusion;
  - build on the prior knowledge and attainment of those they teach in order that learners meet learning objectives and make sustained progress;
  - develop concepts and processes which enable learners to apply new knowledge, understanding and skills;
  - adapt their language to suit the learners they teach, introducing new ideas and concepts clearly, and using explanations, questions, discussions and plenaries effectively;
  - manage the learning of individuals, groups and whole classes effectively, modifying their teaching appropriately to suit the stage of the lesson and the needs of the learners.
- Make effective use of an appropriate range of data such as observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring learners' progress and levels of attainment.
- Support and guide learners so that they can reflect on their learning, identify the progress they have made, set positive targets for improvement and become successful independent learners.
- Use assessment as part of teaching to diagnose learners' needs, set realistic and challenging targets for improvement and plan future teaching.
- Review the effectiveness of teaching and its impact on learners' progress, attainment and well-being, refining their approaches where necessary.
- Review the impact of marking and feedback provided to learners and guide learners on how to improve their attainment.

- Provide learners, colleagues, parents and carers with timely, accurate and constructive feedback on learners' attainment, progress and areas for development.
- Establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and well-being of children and young people so that learners feel secure and sufficiently confident to make an active contribution to learning and to the Academy.
- Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the Academy's behaviour policy.
- Use a range of behaviour management techniques and strategies, adapting them as necessary to promote the self-control and independence of learners.
- Promote learners' self-control, independence and cooperation through developing their social, emotional and behavioural skills.
- Identify and use opportunities to personalise and extend learning through liaison with out of Academy contexts, where possible making links between learning within the Academy and learning out of the Academy.
- Ensure the safeguarding of students by adhering to the Academy's Safeguarding and Child Protection policies.

### **Principal duties and responsibilities as Head of KS4 Science:**

#### **Qualities and Knowledge**

- Establish a clear vision for the Key Stage 4 in line with the faculty's and Academy's vision and to build and develop a team focused on that vision.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their students and staff, and towards parents, governors and members of the local community.
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
- Sustain wide, current knowledge and understanding of curriculum developments pertaining to the faculty and pursue continuous professional development.

#### **Teaching and Learning**

- Develop, in consultation with the Associate Headteacher and Leaders in the faculty, a range of relevant courses which stimulate students' interest and involvement in learning and are appropriate to the needs of students of all abilities.
- Prepare and review schemes of work in accordance with examination board guidelines, and to develop policies to be issued to all staff in the faculty.
- Evaluate the effectiveness of KS4 standards and to oversee assessment and data procedures in accordance with school procedures, ensuring that assessment is regular and that all staff in the faculty keep full records of assessments.
- Monitor the work of the KS4 teachers, including the planning and preparation of lessons and the keeping of records.
- Conduct any Quality Assurance in line with Academy policy for KS4 delivery of curriculum.
- Encourage, facilitate and participate in the development of ICT within the department.
- Encourage visits and activities both within and outside the Academy's formal timetable.
- Develop strong links within the King Edward VI trust for KS4 teaching and learning

#### **Staffing**

- With the Associate Headteacher, the Deputy Headteacher Quality of Education, the Head of Faculty and the second in faculty plan for the staffing needs of staff delivering science at KS4, and to participate in the recruitment and selection of staff where appropriate.
- Participate in appraisal and the professional development of staff

- Oversee the induction and mentoring of new staff and ITT trainees in the faculty with a specific focus on their delivery at KS4.
- Deploy staff in teaching programmes and to maintain and provide accurate group lists.
- Ensure that work is set for the classes of absent staff in the department.
- Attend appropriate INSET, to co-ordinate KS4 departmental INSET, to develop and disseminate good practice across the KS4 team.

### **Systems and Process**

- Carry out self-evaluation practices to analyse the effectiveness of the KS4 provision.
- Produce a Key Stage Improvement Plan in accordance with the Academy Improvement Plan and the faculty SEF.
- Oversee the recording of faculty KS4 resources, storage and security.
- Chair faculty meetings in the absence of other leaders according to the academy calendar, ensuring that action points are taken and distributed to teachers in the faculty and to others as required. To attend other Academy meetings as required.
- Provide written KS4 analyses as required by SLT and Head of Faculty
- Ensure that students and staff are aware of Health and Safety procedures and requirements within the KS4 science curriculum.

**To whom responsible:** Deputy Headteacher Quality of Education, Head of Science Faculty

**Staff for whom responsible:** Teachers of Science KS4

This job description may be amended at any time in discussion between the Headteacher and yourself, but in any case, will be reviewed before the commencement of the next Appraisal cycle.

Signed \_\_\_\_\_ (Teacher) Date \_\_\_\_\_

Signed \_\_\_\_\_ (Headteacher) Date \_\_\_\_\_