



ROOTED IN COMMUNITY
STRENGTHENED BY EQUALITY
ENABLING ACHIEVEMENT.

PLASHET SCHOOL

COMMUNITY, EQUALITY, ACHIEVEMENT

Science Subject Leader Job Description

Post Title	Science Subject Leader of Science
Teaching & Learning Recruitment point	1C inner London (currently £14,288)
Overview of the Post	<ul style="list-style-type: none"> To raise standards of student progress, attainment and achievement within the curriculum area. To be accountable for student progress and attainment within the curriculum area. To effectively line manage and deploy all teaching and support staff within the curriculum area. To take overall responsibility for leading the organisation, administration, development & improvement of the curriculum area. To ensure the provision of an appropriately broad, balanced and relevant curriculum that meets statutory requirements. To develop, enhance and monitor the pedagogy of others within the curriculum area.
Line Managed by:	A member of the Leadership Team.
Line Management of:	Second i/c Science, KS3 Science Coordinator & Science teachers and support staff within the curriculum area.
Strategic/Operational Planning	<ul style="list-style-type: none"> To lead the day-to-day management, organisation and administration of the curriculum area, including effective deployment of staff and physical resources. To monitor the implementation of school policies and procedures. To ensure that the work in the curriculum area promotes a positive ethos and encourages social and moral responsibility. To be responsible for continuously improving the quality of education within the curriculum area so that it is relevant to the needs of the students and to the aims, objectives and strategic plans of the school. To play a major role as a middle leader in the development of all aspects of the school. To address any changes, which may affect the curriculum area. To be responsible for reviewing and overseeing the production of a Departmental Improvement Plan, which reflects the School Improvement Plan. To undertake subject self-review actions including learning walks, drop-ins, data analysis, book monitoring and focus groups. To regularly review, compare and standardise assessments so that they are rigorously testing the key areas of knowledge and understanding expected at each stage of Science learning. To ensure accurate progress data is submitted by agreed whole school deadlines. To implement the school rewards system for celebrating student achievement, e.g. regular display of beautiful work, assembly citations, rewards and informing relevant parties in school and families.
Curriculum Provision & Development	<ul style="list-style-type: none"> To lead/oversee curriculum development for the curriculum area, including the development of appropriate syllabuses, resources, Schemes of Learning, teaching strategies, assessment and marking policies. To ensure that the curriculum area's schemes of learning support the school's implementation of all current statutory requirements to ensure inclusion and access to the curriculum e.g. SEND, EAL, lowest 25% of readers as well as the range of prior attainment levels in a comprehensive school.

	<ul style="list-style-type: none"> • To monitor and respond actively to national, regional and local developments and initiatives in the curriculum area, including curriculum content, teaching practice and methodology. • To liaise with the LT Line Manager and the Examinations Officer to maintain accreditation with the relevant examination and validating bodies.
Staffing	<ul style="list-style-type: none"> • To lead and inspire staff in the Curriculum area through personal example and hard work. • To promote teamwork and motivate staff to ensure effective working relations. • To be responsible for the day-to-day management and deployment of staff, including support staff, within the Curriculum area, bearing in mind work/life balance. • To oversee arrangements for classes when staff are absent, ensuring proper cover is organised and that the cover teacher is aware of what learning needs to happen. • To be a leader in the appraisal process including leading inquiry project research hubs. • To ensure that ECTs and BTs in the curriculum area are appropriately monitored and supported. • To participate in the interview process for teaching posts, as required for the curriculum area.

Monitoring of Teaching & Learning	<ul style="list-style-type: none"> • To oversee the academic progress of students in the curriculum area by regularly monitoring their academic progress and attainment and using student data and target setting to ensure that each student is achieving their potential. • To establish common standards of practice within the curriculum area and actively monitor teaching and learning in accordance with school policies. • To be responsible for continuously improving the quality of pedagogical practice delivered by the Science team. • To regularly monitor the quantity and quality of home study. • To undertake targeted book sampling in line with the school self-review model. • To establish lesson observations as a tool for continuous improvement within the curriculum area. • To monitor and evaluate the curriculum area in line with agreed school procedures and systems. • To seek/implement modification and improvement where required. • To co-ordinate, monitor and develop the provision for EAL, SEND and most able students within the curriculum area.
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Management Information	<ul style="list-style-type: none"> • To oversee the implementation of school assessment policies within the curriculum area. • To monitor and check the quality of reports within the curriculum area. • To work effectively with the exams officer to oversee the organisation of school and external examinations, the accuracy of GCSE entries and exam data. • To produce regular reports on the subject curriculum, student progress and attainment for the Governing Board. • To analyse and interpret relevant national, local and school data, plus research and inspection evidence to inform policies, practices, expectations and teaching practice.
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Communications	<ul style="list-style-type: none"> • To coordinate and oversee the work of staff within the curriculum area and ensure that communications are clear. • To ensure that the curriculum area has clear aims and objectives and all members of subject staff are familiar with these. • To hold weekly departmental meetings with published agendas and minutes. • To oversee & coordinate the production and maintenance of departmental handbook and implement, monitor and evaluate policies and documentation.
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	<ul style="list-style-type: none"> • To ensure effective communication/consultation as appropriate with the parents and carers. • To liaise with partner schools, higher education, Examination boards, Awarding bodies and other relevant external bodies. • To represent the Curriculum area's views and interests.
Marketing & Liaison	<ul style="list-style-type: none"> • To manage the provision of information to parents/carers. • To oversee/organise staff attendance at Parent/Teacher and Curriculum evenings as agreed within the 1265 hours' provision. • To contribute to the school liaison and marketing activities. • To actively promote the development of effective subject links with external agencies, partner schools and the community.
Management of Resources	<ul style="list-style-type: none"> • To manage the available resources of staff, space, money and equipment on the Curriculum area budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment, stock, and keeping school and Curriculum area inventory updated. • To work with the Deputy/Assistant Head Teacher responsible for the timetable to ensure that the teaching commitments of the Curriculum area are effectively and efficiently timetabled and roomed. • To effectively deploy any support staff in the Curriculum area to make maximum impact on Teaching and Learning. • To be responsible for oversight of classroom and corridor displays in the Curriculum area, ensuring they are attractive, relevant and regularly updated.
Pastoral Systems	<ul style="list-style-type: none"> • To be a form tutor. • To monitor student attendance and students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. • To ensure that the Behaviour Management policy and its associated systems are implemented in the curriculum area so that effective learning can take place.
Teaching	<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of a teacher as stated in the latest school Teachers' Pay and Conditions Document and the main scale teacher job description.
Additional Duties	<ul style="list-style-type: none"> • To carry out duties and responsibilities necessary for the smooth running of the school as required by the Headteacher.

Training and Development

The school has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances.

Equality, Diversity & Inclusion

Plasnet School is committed to and values equality, diversity and inclusion. As such, it is committed to fulfilling its equality duty obligations, and expects all staff and volunteers to share this commitment. The duty requires the school to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics and people who do not share them. Staff and volunteers are required to treat all people with whom they come into contact with dignity and respect, and are entitled to expect this in return.

Safeguarding

The member of staff will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. They will uphold, support and act upon the school Safeguarding Policies and practice ensuring they have an up-to-date knowledge of relevant safeguarding legislation and guidance in relation to working with and the protection of children and young people. Every member of staff is responsible for ensuring that the school's child protection & safeguarding policy is adhered to and concerns are raised in accordance with this policy. They will attend Safeguarding meetings and events as appropriate and work with the Designated Safeguarding Lead and Safeguarding team to promote strong, secure systems and development of ethos across the school.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a post holder will carry out. Employees will be expected to comply with any reasonable request from a manager or be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.

We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We therefore encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender identity, sex, or sexual orientation.

I have read, understood and accepted the above job description.

Headteacher's signature:

Date:

Postholder's signature:

Date:

Science Subject Leader Person Specification

	Method of Assessment
<p>Education, Training and Qualifications</p> <ol style="list-style-type: none"> 1. Qualified Teacher status 2. A Level & Degree level Qualifications in Science 3. Evidence of relevant professional development over at least 4 years 	Application
<p>Experience</p> <ol style="list-style-type: none"> 4. Successful recent teaching experience for a minimum of five years to GCSE level that demonstrates excellent levels of student achievement and progress. 5. Successful experience of middle management in an inner city comprehensive school. 6. Successful involvement in planning, implementing and evaluating initiatives to raise achievement. 7. Experience of developing schemes of learning and resources to support them. 8. Experience in developing and implementing whole school policies. 9. Evidence of practical implementation of Equal Opportunities. 10. Evidence of contribution to strategies to raise achievement in the subject area. 11. Involvement and commitment to developing enrichment activities, curriculum links to promote student achievement. 	Application, interview, lesson observation & references.
<p>Knowledge</p> <ol style="list-style-type: none"> 12. Up-to-date knowledge of the National Curriculum and GCSE requirements. 13. Knowledge of pedagogy that supports learning in Science and a thorough understanding of how skill and knowledge development happens in the Science subjects. 14. Understanding of other particular issues currently relevant to the teaching of Science. 15. An understanding of Equal Opportunities and how it can be promoted at Plashet. 16. Can show evidence of being conversant with technology and other information skills to enhance work within the classroom and to support the management of the department. 17. Understanding of the techniques and strategies for managing staff, with appropriate consultation, communication and leadership. 18. Understanding the importance of coordinating work of staff and monitoring learning and teaching rigorously in the curriculum area. 19. Understanding the importance of the School Improvement Plan for establishing whole school priorities. 20. Understanding of Health & Safety best practice in the Subject area and commitment to keeping this knowledge up-to-date. 	Application, interview, lesson observation & references.
<p>Personal Qualities</p> <ol style="list-style-type: none"> 21. Experience of building productive relationships with staff, students and parents and governors. 22. Evidence of the ability to delegate, consult and be decisive. 23. Team player with energy, enthusiasm and perseverance. 24. Experience of working under pressure and managing competing demands and deadlines 25. The ability to communicate effectively both orally and in writing, with a variety of audiences across the whole school 26. An understanding of the role of leadership and the professional qualities required to fulfil the role effectively. 27. Commitment to supporting whole school events and extra-curricular activities. 28. A willingness to listen, empathise and to be self-critical and reflective. 29. The ability to analyse & synthesise a range of information as well as the ability to work hard and calmly under pressure. 	Application, interview, lesson observation & references.