

THE FRANCES BARDSLEY ACADEMY FOR GIRLS

JOB TITLE: STATUS: GRADE: RESPONSIBLE TO:	HEAD OF BIOLOGY Permanent, Full time MAIN SCALE /UPR + TLR2B HEAD OF SCIENCE
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Job Particulars

- To teach across all Key Stages as required by the Head of Science
- To be accountable for the highest standards of student achievement within the department, monitoring and evaluation of student achievement and setting targets for improvement
- To lead, develop and enhance the teaching practice of the Department, evaluating the quality of teaching and securing and sustaining effective teaching of the subject across all key stages
- To be accountable for the strategic direction and curriculum intent of the department. To work with the Head of Science to implement school policies, plans, targets and practices within the context of the school's aims and policies
- To effectively line manage teaching staff
- To work with the Head of Science in planning the deployment of teaching and support staff in the department
- To oversee development of the subject at all key stages

Duties and Responsibilities

- To draw up schemes of work and programmes of study for the subject or subject areas, constantly reviewing and updating content and method of delivery.
- To lead staff in delivering the subject and monitoring the standards achieved
- To ensure that students are motivated and enjoy the subject and provide extra- curricular opportunities.
- To monitor the progress and standards achieved by the students, use of data, seeing that homework is set and marked regularly, and profiles and reports produced; supervising the organisation of classwork, setting or banding arrangements and the transfer of students between sets.
- To be responsible, in conjunction with the Head of Science and Senior Leadership Team, for the resourcing of the department.
- To arrange the setting and marking of internal examinations and assessments in-line with structures in the Science Department
- To liaise with the examinations officer over entries for public examinations in A-level and Single Sciences
- To liaise with the Head of Science over timetable arrangements and the allocation of classes within the department.
- To ensure that arrangements have been made to provide work for absent colleagues.
- To contribute to the planning and organisation of year group parents meetings, consultation days and options/open evenings.
- To be responsible for organising the work of newly qualified teachers, student teachers and other support staff as relevant.
- To liaise with other Heads of Department in cross curricular projects where necessary and in curriculum and teaching and learning discussions.
- To work in collaboration with the Head of Science to take care of the career development of each member of the team, giving each the opportunity for gaining experience relevant to future promotion and organising attendance at courses on an equitable basis. To lead and contribute to departmental meetings to consider matters relevant to the subject
- To liaise with other schools and colleges in consortium arrangements when appropriate/necessary.
- To co-ordinate events organised by the department, e.g. outings, matches, competitions, concerts etc. – ensuring that the necessary permissions and forms have been dealt with.
- To attend meetings with the Headteacher/SLT members and other Heads of Department to discuss matters affecting the organisation of the school
- To assist in the interviewing, appointment of members, continuing professional development and performance management of staff.
- To consistently support and implement the whole school behaviour policy

General

- To undertake such other duties and responsibilities of an equivalent nature, as defined by line management from time-to-time, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms
- To perform any other task deemed reasonable by the Headteacher

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: _____ (Headteacher) Date: __/__/__

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

Signed: _____ (Head of Department) Date: __/__/__