JOB DESCRIPTION

Post: Science Leader

Salary: MPS + TLR 2B

Line manager: Headteacher

Other: Full-time

Purpose of the Job:

To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to ensure delivery of high quality teaching and learning for which the teacher is accountable.

In addition to carrying out the professional duties of a school teacher (as described in the School Teachers' Pay and Conditions Document 2012) the Science leader will lead the Science curriculum across all three phases of the school.

Section 1 – Planning, Development & Coordination

- To set challenging teaching and learning objectives which are relevant to all pupils in their classes.
- To use teaching and learning objectives to plan lessons and sequences of lessons showing how pupils learning will be assessed.
- To select and prepare resources, and plan for their safe and effective organisation, taking into account pupil's interests and their learning needs, language and cultural backgrounds, with the help of support staff where appropriate.
- To contribute to teaching teams, meetings and events.
- To plan opportunities for pupils to learn in out-of-school contexts.
- To produce long and short term planning in accordance with school policy and procedures and within required deadlines.
- To develop strategies to promote new teaching methods and improve learning.
- To contribute to professional development activities as part of the planned programme for the school and to promote the sharing of good practice.

Section 2 – Monitoring & Assessment

- To make appropriate use of the school's monitoring and assessment strategies to evaluate pupils' progress towards planned learning objectives.
- To use monitoring and assessment to improve planning and teaching.
- To monitor and assess the effectiveness of learning activities and provide constructive feedback to support staff on how pupils' learn.
- To involve pupils' in reflecting on, evaluating and improving their own performance and progress.

- To assess pupils' progress accurately against appropriate standards.
- To record pupils' progress and achievements systematically, providing evidence of their work progress and attainment to inform planning.
- To report on pupils' attainment to parents, carers, other professionals and pupils' as appropriate.
- To participate in training, continuous professional development and other learning activities as required, including participation in the school's performance management arrangements.

Section 3 – Specific duties relating to this post

- To promote the curriculum area in a positive and enthusiastic manner to engender confidence and understanding in both pupils and the school community.
- To maintain a high standard of personal achievement in the assigned area of responsibility.
- To participate in arrangements for further training and the continuing development of personal professional skills and knowledge and those of colleagues in the identified area of responsibility through reading, attendance at courses and leading appropriate INSET.
- To liaise with senior leaders and governors and to keep the area of responsibility under review, amending guidelines as appropriate after consultation with colleagues and with the approval of the headteacher.
- To implement and review the development plan for the agreed area of responsibility in conjunction with the leadership team.
- To develop and audit schemes of work and other documentation related to the agreed area of responsibility and to provide subject support for colleagues to enable curriculum requirements to be met.
- To develop strategies to promote new teaching methods and improve learning throughout the school and monitor their effectiveness in raising standards of teaching and learning in the agreed area of responsibility.
- To manage the resources available for the agreed area and make recommendations in order to maintain and develop provision.

The Science Leader will be an effective member of the Middle Leadership Team (MLT) and will play a role under the overall direction of the Headteacher in:

- Formulating the aims and objectives of the school;
- Identifying key priorities and formulating strategic plans;
- Establishing the policies through which they shall be achieved;
- Managing staff and resources to that end, and;
- Monitoring progress towards their achievement

The post holder will also undertake:

- Any professional duties reasonably delegated to the post-holder by the Headteacher.
- Run an after school club
- Organise and support the schools participation in inter-school events

Section 4 – Key Leadership and Management Qualities

The key leadership behaviours that contribute to success at this level are:

Self-Awareness Emotional Self-Awareness Accurate Self-Assessment Self-Confidence	*Social Awareness* Empathy Organisational Awareness Service Awareness
Self-Management Emotional Self-Control Transparency Adaptability Achievement orientation Initiative Optimism	*Relationship Management* Developing Others Inspirational Leadership Change Catalyst Influence Conflict Management Teamwork and collaboration

Section 5 – Performance Management

- Demonstrate a thorough and up-to-date knowledge of learning and teaching and take account of wider curriculum developments which are relevant to raising standards across the school.
- Consistently and effectively plan lessons and sequences of lessons to meet pupils' individual learning needs.
- Demonstrate and be a model of an effective professional who challenges and supports all individuals and groups of pupils to do their best through:
  - inspiring trust and confidence
  - building team commitment
  - engaging and motivating pupils
  - analytical thinking
  - taking positive action to improve the quality of pupils' learning
  - providing a role model for teaching and learning

The above job description was agreed on _____ (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss any proposed amendments. It will be reviewed as part of the annual performance management process.

Signature of the Post-holder: _____

Signature of Team Leader: _____