

chaseterracetechnologycollege

Part of the Stephen Sutton Multi-Academy Trust

JOB DESCRIPTION

JOB TITLE:	HEAD OF ACADEMIC ACHIEVEMENT (KS3)
LOCATION:	CHASE TERRACE TECHNOLOGY COLLEGE, BURNTWOOD, WS7 2DB.
LINE MANAGER:	HEAD OF SCIENCE
TLR:	2A (£2,720)

STATEMENT OF PURPOSE

To play an active role within middle management, with a key focus of responsibility for KS3 development.

To ensure high quality teaching and effective use of resources is in place to raise standards of student achievement and to support student progress.

MAIN DUTIES AND RESPONSIBILITIES

The post holder will fulfil the following responsibilities, in addition to the main duties and responsibilities detailed within the relevant teacher job description.

- ❖ To be accountable to the Head of Science for the standards of teaching and learning and student progress in Science with a specific focus on KS3 courses (this includes years 7 and 8 and transition both from year 6 to 7 and year 8 to 9).
- ❖ To take responsibility for the development and implementation of improvement plans for KS3 Science courses. To monitor the progress made in achieving subject plans and targets, evaluate the effects of teaching and learning, and use this analysis to guide further improvement.
- ❖ To moderate and quality assure schemes of work and play a role in curriculum development in KS3 Science.
- ❖ To review and develop assessment and curriculum plans alongside curriculum leads to ensure appropriate assessments are set and marked in a timely way so that relevant feedback is given to students.
- ❖ To use national, local and school management data (at departmental level and using SISRA) to monitor the standards of achievement across KS3 Science and lead on the strategic planning for improvement. To use data effectively to identify students who are underachieving in Science and, where necessary, create and implement effective plans of action, with resources to support students in intervention sessions.
- ❖ To identify appropriate resources for KS3 Science and ensure they are used efficiently and effectively.
- ❖ To support the Head of Science in embedding a forward thinking and creative approach to teaching and learning to include conducting joint learning walks and lesson observations with a KS3 focus within the team to monitor teaching and strive for the highest standards of learning in Science.

Support to students:

- ❖ To attend KS3, 4 and 5 parent/carer meetings to engage parents and students in the development of outstanding progress in Science.
 - ❖ To identify opportunities to champion parental engagement in children's learning.
 - ❖ To liaise and collaborate with subject leaders and SENCo regarding student literacy difficulties and to support with the creation of appropriate action plans which ensure exam access arrangements for Science are supported.
 - ❖ To lead and organise trips and enrichment activities for KS3 courses.
 - ❖ To develop and encourage engagement with strategies to achieve outstanding progress in key groups of students such as gender, G&T and disadvantaged.
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Support to curriculum:

- ❖ To liaise with Head of Department to evaluate curriculum time and schemes of work.
- ❖ To review and develop assessment and curriculum plans alongside curriculum leads to ensure appropriate assessments are set and marked in a timely way so that feedback to be given to students.
- ❖ To participate in meetings with professionals, colleagues and parent/carers and inform them of developments and practices relating to the teaching and learning of GCSE Science.
- ❖ To identify resource needs and ensure the efficient/effective use of physical resources.
- ❖ To ensure teachers understand the curriculum intent, how it is implemented and the impact of the curriculum followed in Science.

Whilst every effort has been made to explain the responsibilities of the post, each individual task may not have been identified. All staff will be expected to accept reasonable flexibility in working arrangements and comply with any reasonable request from their line manager, undertaking work or tasks of a similar level that is not specified in this job description.

NOTES

1. The content of this job description will be reviewed with the post holder on an annual basis, in line with the school's appraisal policy. Any significant change in level of accountability that could result in a change to the grade, must be discussed with the post holder and the relevant trade union, before submitting for re-evaluation.

This school is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to demonstrate a commitment to the school's Equal Opportunities Policy and to undertake a criminal record check with the Disclosure and Barring Service.

Signature Date

(Job Holder)
