

chaseterracetechnologycollege

Part of the Stephen Sutton Multi-Academy Trust

JOB DESCRIPTION

JOB TITLE:	SECOND IN DEPARTMENT
LOCATION:	CHASE TERRACE TECHNOLOGY COLLEGE, BURNTWOOD, WS7 2DB.
LINE MANAGER:	HEAD OF SCIENCE
TLR:	2B (£4,529)

STATEMENT OF PURPOSE

To play an active role within middle management, providing professional leadership for Science across all key stages with a key focus of responsibility for KS4 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.

The post holder will be accountable to work with the Head of Science to deliver outstanding student progress. They will provide strategic direction and professional leadership for the Science department, supporting the role of the Head of Department.

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 KS4 courses (this includes year 9, 10 and 11).
- ❖ To lead, manage and develop strategies for improved performance in GCSE Science.
- ❖ To take responsibility for the development and implementation of improvement plans for KS4/GCSE 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 KS4 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 KS4 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 secure and sustain effective teaching of the subject, evaluate the quality of teaching and standards of pupil progress and set targets for improvement.
- ❖ To identify appropriate resources for KS4 Science and ensure they are used efficiently and effectively.
- ❖ To lead professional development of teaching staff and technicians in liaison with the Head of Science and when necessary, the Senior Leadership team.
- ❖ To deputise for the Head of Science when appropriate.
- ❖ To embed a forward thinking and creative approach to teaching and learning to include conducting learning walks and lesson observations 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/carers 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 oversee (in liaison with the Head of Department) and support the organisation of trips and enrichment activities for science.
- ❖ To develop and encourage engagement with strategies to achieve outstanding progress in key groups of students such as gender, G&T and disadvantaged.

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)