



Isca Academy – Job Description

Post: Assistant Headteacher (Science)

Line Manager: Senior Deputy Headteacher (Quality of Education)

CONDITIONS

As defined in the School Teachers Conditions of Service Document and Academy policy documents.

The post holder will lead and manage a team of Science staff and will be supported by the Senior Deputy Headteacher through line management.

KEY PURPOSE

- To provide professional and effective leadership and management for the Science teachers within the department, in order to secure maximum student achievement and outcomes within the context of the Academy overall aims and priorities.
- To provide strategic leadership of the Academy Priorities as a member of the Academy Leadership Team – See also the leadership expectations.

OBJECTIVES

- To promote and provide a clear direction for the Science team, within the context of the Academy vision in order to contribute to whole school improvement.
- To promote high standards in Science teaching in order to ensure all students achieve their potential and at least national outcomes in Science.
- To promote positive attitudes to learning in Science lessons and activities so that students are equipped and able to access all subjects across the Academy.
- To ensure there is a consistency of practice within the Science team with regards to Academy policies and procedures, maintaining high expectations of all students in terms of academic success and behaviour.
- To develop (in partnership with other Trust Schools) an ambitious, challenging and high quality curriculum, assessment plan and pedagogical approaches so that Science teaching continues to develop and improve, maximising student outcomes year on year.

MAIN AREAS OF RESPONSIBILITY

- Improving the quality of teaching and learning
- Leading and enhancing the teaching practice of others
- Leading, developing and enhancing a subject or curriculum area
- Monitoring the standards of teaching and learning and student outcomes across all Science lessons, and plan for improvement as required.
- Undertake regular self-evaluation of the work of the department and the impact on student outcomes, in line with the Academy self-evaluation policy.
- Setting a clear direction for Science within the context of the Academy vision and goals, creating and implementing a subject development plan which involves all subject teachers.

- Supporting and developing the Science staff, providing regular constructive feedback in a way which recognises good practice and supports progress against appraisal objectives.
- Acting as a positive role model for the Science team so that staff have a clear understanding of good professional conduct.
- Maintaining an ethos of high achievement and positive attitudes towards Science amongst staff and students, to maximise achievement.
- Actively engaging the Science team in effective planning, development and delivery of the Science curriculum.
- Organisation and provision of resources and allocation of staff to groups, so that resources are used efficiently and effectively.
- Overseeing and evaluating subject budget allocations to ensure spending is in line with learning priorities and best value principles.
- Effective communication within the Academy and to key stakeholders with regards to Science, to ensure confidence in the Academy and the subject area.
- Ensuring high standards of health and safety within the department demonstrating an understanding and a commitment to safeguarding students.
- Promote equality of opportunity and aspiration so that all students achieve their potential.

KEY TASKS

- Science teaching across all years.
- Ensure the curriculum is well structured, challenging and ambitious, to ensure progression and to maximise the achievement of all students.
- Ensure the quality of teaching across the team meets the needs of all students, and encompasses strategies to engage students with a range of learning needs.
- Monitor the quality and impact of teaching and learning within Science through regular quality assurance activities. Plan and implement improvements as appropriate.
- Monitor student progress in Science against internal, local and national targets, planning support as appropriate for both students and staff.
- Plan and implement the developments required in Science within the context of the overall Academy improvement plan.
- Ensure a programme of educational enhancement is delivered by the department, as appropriate.
- Ensure effective and timely scheduled meetings with the Science staff, both as a group and on a 1:1 basis as required.
- Attend and contribute to Team Leaders' meetings as well as the Academy Leadership Team Strategic Meetings.
- Order and allocate Science resources and manage the Science budget.
- Oversee the deployment of staff in Science and advise on the recruitment of Science staff when required.
- Support the professional development of Science staff through the Academy Appraisal processes, and other support strategies.
- Ensure efficient management of technical staff support (where required).
- Ensure Academy policies are consistently adhered to by the Science team.
- Other general professional duties under the reasonable direction of the Headteacher.

This job description is subject to review by consultation.

Isca Academy

Assistant Headteacher (Science): Person Specification

ESSENTIAL	DESIRABLE	How Assessed*		
		AF	R	I
<p>Experience Experience of teaching in a state comprehensive school. Experience in planning and teaching Science Language and Literature 11-16. Experience of contributing to and delivering strategies to raise progress and achievement across Science, including assessment for learning and creative pedagogies. Experience of monitoring and evaluating performance and of using data to inform school improvement and ultimately student outcomes.</p>	<p>Delivering whole school CPD Delivering Subject Specific CPD Exam marking Experience of teaching Science Literature / Language at A Level</p>	X	X	X
<p>Qualifications and training Qualified teacher status. Educated to degree level – in the specialist area of Science.</p>	<p>Further qualifications relevant to the role such as NPQML or NPQSL Masters Level Study</p>	X		X
<p>Skills A gifted teacher with the ability to teach Science Literature and Language in an exciting and engaging manner. Excellent planning skills. Excellent inter-personal skills. Proven ability to sustain positive relationships with staff, students and parents. Thorough grasp of data, including analysing data and using this effectively to improve student outcomes. Excellent ICT skills to support teaching and learning. Excellent organisation, prioritisation and time management skills Meets all relevant national teaching standards. Good understanding of the National Curriculum and GCSE assessment requirements in Science Literature and Science Language. Ability to plan high achieving Schemes of Learning to challenge and inspire young people in Science. Strategic thinking.</p>	<p>A gifted leader. The ability to consider, plan and deliver strategic goals.</p>	X	X	X
<p>Qualities Excellent communicator and team player. Energetic and committed. Ability to work under pressure. High level of integrity. Positive role model. Commitment to education as a tool for improving the life chances of children. Proven commitment to a safe school culture. Commitment to an inclusive and child-centred approach to education.</p>	<p>Keen to develop further by full participation in CPD, often leading CPD for others. Ambition for future leadership development to Deputy Headteacher and beyond.</p>	X	X	X
<p>Must pass <i>all</i> relevant safeguarding of children checks</p>	<p>DBS checks, self-declaration and interview</p>			

*AF= Application Form; R= References; I= Interview