

Please return one signed copy to Judith Woods, HR Manager, and retain the other copy for your records

Name .....  
(in capitals)

Signed .....

Date .....

Post Title: Core Subject Leader - Science

Responsible to: Headteacher / Deputy Headteacher / SLT Link

Job Purpose: Create and embed a vision for Science that complements the school's ambition.

Focus on raising aspirations and outcomes for students in Science through your leadership of colleagues and your influence on classroom resources and practice; interact positively with students in a variety of settings, not least the classroom, in a way which safeguards them and brings out their best in terms of attitudes, behaviour and achievement in the subjects concerned. This should enable students to experience a sense of fulfilment from their love of Science.

**To be successful in this role the postholder will be required to:**

1. Review current Science curriculum at all Key Stages and adapt accordingly to ensure that outcomes and progress for all students is in line with or above national expectations. Work within and actively promote, not least by one's professional behaviour, school/ Department policies and procedures.
2. With colleagues, strive to create a Department in which high expectations are manifest and students feel cared for, happy and safe.
3. Engage positively with students, parents and staff to embed school 6Cs and Healthy Relationships to promote high levels of achievement.
4. Lead, manage and support Department colleagues, in a way that allows them to give of their best and develops a sense of 'team'.
5. Ensure that appropriate schemes of work and teaching/learning/assessment strategies are in place for all year groups and being followed by Department colleagues.
6. Maintain a high standard of classroom performance.
7. Take responsibility for and drive improvements in the quality of teaching and learning within the Department and the progress/achievement of students, including the use of ICT to support learning.
8. Ensure that the Department meets its responsibilities for regularly monitoring, recording and reporting student progress. Ensure this process is carried out accurately and in line



with Department/whole School deadlines.

9. Take a lead in analysing student progress data and oversee the use of academic interventions within the Department where data indicates the need for additional support.
10. Liaise regularly with SLT members to whom they are responsible.
11. Attend all meetings relevant to the job purpose and convene Department meetings.
12. Take a measure of responsibility for Department teaching rooms with a view to creating an environment which stimulates student learning.
13. Deploy Department budgets in a way most likely to meet the job purpose.
14. Take responsibility for the day-to-day management of Health and Safety within the Department.
15. Take a lead in establishing/maintaining high standards of behaviour in classes within the Department using the school's Behaviour for Learning Policy.
16. Take responsibility for care and security of Department resources.
17. With colleagues, ensure the Department website is kept relevant and up to date.
18. Keep abreast of educational developments in your subject and consider their benefits for students.
19. In association with SLT members to whom you are responsible, annually evaluate the progress made towards the job purpose.
20. Regularly monitor and evaluate Department performance and use this to inform an annual Department Improvement Plan.
21. Meet obligations with respect to the school's system of Performance Management.
22. Be committed to one's own professional improvement and that of colleagues within the Department. This may involve a contribution to ITT.
23. Advise the Headteacher about staffing requirements and assist, when required, in the appointment of staff.
24. Be aware of the issue of work/life balance with respect to staff for whom you have a measure of responsibility.
25. As a senior Subject Leader you will be expected to contribute to leadership and management issues outside your Department area.
26. Show respect for all members of the school community and promote Healthy Relationships.
27. Regularly prepare lessons and keep a record of work covered.
28. Be committed to a high standard of classroom performance, in which students of different abilities experience a sense of challenge.



29. Ensure that literacy, numeracy and ICT are reflected in the learning experience of students.
30. Take responsibility for creating a learning environment in which students feel safe and happy.
31. Take responsibility for the learning and achievement of students in your classes.
32. Regularly set and mark homework.
33. Set appropriate work for classes in the event of your absence.
34. Attend all meetings relevant to the job purpose (to include those convened by the school to inform parents of student progress).
35. Follow Department schemes of work and advice/guidance on teaching and learning strategies.
36. Be committed to professional improvement in line with the Professional Standards for Teachers. Regular self-evaluation and evaluation of performance with subject leaders should inform this process.
37. Use available student data to make judgements on student progress and to inform teaching and learning strategies.
38. Co-operate with school systems for monitoring, recording and reporting on student progress. It is expected that teachers will keep a detailed record of student marks/grades achieved during the year.
39. Take part in the school's staff development programme by participating in arrangements for further training and professional development.
40. Work as a member of a team and contribute positively to effective working relations within the school.
41. Maintain appropriate records and provide accurate and up to date information for management systems.
42. Communicate effectively with parents/carers of students as appropriate.
43. Take part in activities such as Open Evenings and Consultation Evenings.
44. Participate, as required, in the school's duty rota.
45. Such other duties/responsibilities as may from time to time be reasonably required.

The Governing Board of The Cottesloe School is committed to safeguarding and promoting the welfare of the students. All employees are expected to share this commitment, to follow the school's safeguarding policies and procedures and to behave appropriately towards children at all times whilst undertaking school activities and in their personal lives.

The school's policy is to renew DBS checks for all staff, volunteers and governors every five years. Staff have a duty to inform the Headteacher of any change in their DBS status and to make the Headteacher aware of any incidents that may impact on their ability to work with children and young people.



The postholder will ensure that school policies are reflected in all aspects of their work, in particular those relating to safeguarding children, equal opportunities, health and safety, data protection, code of conduct and professional behaviour.

The postholder will be required to undergo DBS, teacher status, qualification, medical and reference checks as part of the recruitment process and must be willing to participate in further training as the job requires. All staff are expected to take responsibility for safeguarding and promoting the welfare of students at the School.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable a suitably qualified applicant with a disability (as defined under the Act) to meet the requirements of the post.

This job description sets out the duties of the post at the time it was drawn up and should be seen as describing in more detail aspects of the duties set out in the Education (School Teachers' Pay and Conditions) Act. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.



**PERSON SPECIFICATION**

This acts as selection criteria and gives an outline of the types of person and the characteristics required to carry out the post. Please make sure when completing your application form that you give clear examples of how you meet the essential and desirable criteria.

1 = Application form 2 = Interview 3 = Reference 4 = Proof of qualification 5 = Practical

	Essential	Desirable	How Measured
<b>TRAINING/QUALIFICATIONS:</b>			
Degree or equivalent in relevant subject	✓		1, 4
Qualified Teacher Status	✓		1, 4
Evidence of continuing professional development	✓		1, 2
Knowledge of safeguarding procedures	✓		1, 2
<b>SKILLS AND COMPETENCIES:</b>			
Ability to deliver consistently high quality lessons, evaluate impact and develop future planning accordingly	✓		1, 2, 3, 5
Ability to lead a Core Department and communicate effectively and develop good working relationships with students, parents and staff	✓		1, 2, 3, 5
Excellent ICT skills to support the curriculum and work organisation	✓		1, 2, 3
Ability to analyse and use data to inform target setting	✓		1, 2, 3
Ability to participate in self-evaluation which leads to impact	✓		1, 2
<b>EXPERIENCE:</b>			
Highly effective classroom teacher in the relevant subject area	✓		1, 2, 3, 5
Proven experience of National Curriculum at all Key Stages	✓		1, 2, 3
Up to date knowledge of PSHCE	✓		1, 2, 3
Effective in managing student behaviour and maintaining discipline	✓		1, 2, 3, 3
Excellent personal organisation and time management	✓		1, 2, 3
Involvement in whole-school initiatives/development	✓		1, 2
Willingness to be involved in the wider life of the School	✓		1, 2
Understanding of SEND needs	✓		1, 2

