

National Teaching School

designated by





GREAT SANKEY HIGH SCHOOL

TEMPORARY HEAD OF SCIENCE

1 Year Fixed-Term Contract in the first instance

JOB DESCRIPTION & PERSON SPECIFICATION





GREAT SANKEY HIGH SCHOOL JOB DESCRIPTION

HEAD OF SCIENCE

Responsible to: SLT, Headteacher

Core Purpose: To provide professional leadership and management of the Science Department in order to secure high quality teaching, effective use of resources and improve the standards of learning and achievement for all learners.

Key Responsibilities:

- ✓ To be responsible for the academic achievement of all learners in Science across all key stages
- ✓ To be responsible for the leadership of the Science team
- ✓ To be responsible for the efficient and effective management of the Science Department budget
- ✓ To inspire, motivate and challenge learners and staff, supporting their individual learning journeys

Strategic Direction:

- ✓ To ensure the vision for the department is clearly articulated, shared and understood and acted upon effectively by all
- ✓ To develop and implement policies and practices for the Science Department which reflect the school's commitment to high achievement and success for all
- ✓ To assist with the short, medium and long term plans for the development and resourcing of the Science curriculum, through the School Improvement Plan (SIP)
- ✓ To set, monitor and evaluate department targets that impact on learning
- ✓ To be committed to continual improvement and the achievement of Outstanding standards.

Learning and Teaching:

- ✓ To provide support, guidance and appropriate direction of learning and teaching methods within the Science Department
- ✓ To develop and implement recording and assessment systems to inform learning and record individual learner progress
- ✓ To ensure Schemes of Work are developed appropriately and to a high standard, meeting the needs of the learners
- ✓ To accurately monitor and evaluate the quality of learning and teaching in the department and set targets for improvement
- ✓ To provide support and coaching for both the induction and development of staff.

- ✓ To facilitate the sharing of best practice
- ✓ To be dynamic, reflective and progressive in practice and procedures
- \checkmark To be an inspirational role model in the classroom

Leading and Managing Staff:

- ✓ To be the lead professional and ensure excellence for all and by all
- ✓ To be involved in the selection and recruitment of all Science staff
- ✓ To develop subject teams and individuals to enhance performance and support effectiveness
- ✓ To plan, delegate and evaluate work carried out by individuals in the department
- ✓ To create, maintain and advance strong leadership by encouraging creativity and innovation
- ✓ To secure and allocate resources to support effective learning and teaching employing Best Value
- ✓ To conduct Performance Management with rigour and consistency

Knowledge and understanding:

- ✓ Demonstrate excellent subject knowledge and an understanding Key Stage 3, Key Stage 4 and Key Stage 5
- ✓ Experience and knowledge of school improvement and self-evaluation processes
- ✓ Strong people skills to manage a large department well, maximising strengths and ensuring excellence
- ✓ A working knowledge of practices of effective leadership and the management of change
- ✓ Thorough knowledge of effective curriculum planning
- ✓ Financial planning and resource management understanding.
- ✓ Emotional intelligence and strong interpersonal skills
- ✓ A real understanding of young people and how to motivate their success

This job description is not necessarily a comprehensive definition of the post and will be subject to modification or amendment at any time after consultation with the post holder. The post-holder will undertake the professional duties of a member of school staff as circumstances may require under the reasonable direction of the Headteacher.

Person Specification / Selection Criteria for Head of Science

Note: The Applicant will be required to safeguard and promote the welfare of children and young people. Candidates failing to meet any of the essential criteria will automatically be excluded.

[A] Qualifications

| Qualification requirements | Essential | Desirable | Source |
|--|-----------|-----------|--------|
| Degree or equivalent qualification in Science and a teaching qualification | E | | A |
| Up-to-date in-service training in subject and whole school issues | E | | Α |
| Additional qualifications relevant to the post | | D | Α |

[B] Experience

| | Essential | Desirable | Source |
|---|-----------|-----------|--------|
| Post with management responsibility within existing or previous school | E | | A/I |
| Recent experience of teaching the 11-16 age range | E | | A/I |
| Recent experience of teaching the 16 -18 age range | | D | A/I |
| Involvement in the professional development of staff | | D | A/I |
| An outstanding classroom practitioner | E | | A/I/R |
| Experience of producing examination results to a high standard with positive residuals and strong value added | E | | A/R |
| Experience of change management | | D | |
| Experience of working in more than one previous school | | D | |

[C] Knowledge/Understanding

| | Essential | Desirable | Source |
|---|-----------|-----------|--------|
| Strong working knowledge of the National Curriculum, issues and developments | Е | | A/I |
| Knowledge of equal opportunity issues for students and staff | E | | A/I |
| A flexible and open-minded approach to learning and teaching with an understanding and proven practice of differentiation | E | | A/I |

[D] Personal Qualities and Skills

| | Essential | Desirable | Source |
|---|-----------|-----------|--------|
| Highly effective interpersonal, communication and presentation skills; the ability to lead and enthuse others; the ability to co-operate and co-ordinate with other departments | E | | A/I |
| Excellent administration, organisation and management skills | E | | A/I |
| Excellent information and communication technology skills | E | | A/I |
| A commitment to raising achievement across the whole age and ability range | E | | A/I |
| Ability to multi task and deal with numerous challenges simultaneously | E | | A/I |
| Willingness to be involved in extra-curricular activities | E | | A/I |
| Ability to motivate and coach staff to perform to the best of their ability | E | | A/I |
| Commitment to developing links with parents, the community and business | E | | A/I |
| Driven towards achieving results for all in terms of levels of progress | E | | A/I |

[F] Pre-Employment Checks

| | Essential | Desirable | Source |
|---|-----------|-----------|--------|
| Positive recommendation from all referees, including current employer | E | | R |
| DBS Clearance post appointment | E | | N/A |

[G] Application Form and Supporting Statement

The form must be fully completed and legible.

The supporting statement should be clear, concise and related to the specific post.

There should be no unexplained gaps in career history.

(Source: A=Application (form+letter); I=Interview; R=Reference)