

Wightwick Hall School

A Business and Enterprise College

Job Description

Job Title:	Science Subject Co-ordinator
Salary:	MPS 1-4 (£25,714 - £31,778) + TLR 2.1 (£2,873) + SEN Allowance (£2,270)
Contract type:	Full Time - Permanent Post
Reporting to:	Headteacher

Job Purpose

To carry out the duties of a school teacher as set out in the current School Teachers Pay and Conditions document. The Science Subject Co-ordinator has overall responsibility for leading the Science Department in fostering a love of Science and raising its profile throughout the school. He/she will ensure high standards of teaching, learning and achievement, efficient use of resources and creative development of the Science curriculum.

Key Responsibilities

Main purpose

The subject leader will take lead responsibility for providing leadership and management for Science to secure:

- High quality teaching
- Effective use of resources
- Improved standards of learning and achievement for all
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1. Strategic direction and development

- Develop and implement policies and practices for Science which reflect our school's commitment to high achievement, effective teaching and learning
- Create a climate which enables staff to develop and maintain positive attitudes towards the subject and confidence in teaching it
- Establish a clear, shared understanding of the importance and role of the subject in contributing to students' spiritual, moral, cultural, mental and physical development and in preparing students for the opportunities, responsibilities and experiences of adult life
- Use data effectively to identify students who are underachieving in the subject, and create and implement effective plans to support those students where necessary
- Analyse and interpret relevant national, local and school data, as well as research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods
- Establish short, medium and long term plans for the development and resourcing of the subject
- Monitor the progress made in achieving subject plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement
- Advise the Deputy Head on educational developments relevant to the School and the Science curriculum.

2. Leadership and management

- Lead the department, motivating staff to ensure that they have clear expectations of their roles, and that high standards are achieved and maintained
- Manage day to day administrative requirements such as examination entry and ensuring accurate records are kept and delegating as appropriate to ensure the efficiency of the

department

- Attend all meetings and CPD as relevant, and promote the subject within the school
- Attend external meetings to network, share good practice and ensure a robust moderation process is in place
- Ensure Risk Assessments and Health and Safety procedures are in place, adhered to and regularly reviewed in accordance with new legislation
- Make sure that the headteacher, senior managers and governors are well informed about subject policies, plans and priorities, the success in meeting objectives and targets, and subject-related professional development plans

3. Teaching and learning

- Promote excellence in teaching and learning to ensure all students develop their potential
- Exemplify in own practice outstanding teaching skills and ensure that good practice is shared throughout the department, including good classroom management
- Ensure that a suitable learning environment is maintained throughout the department and that rewards and consequences are applied as appropriate
- Ensure that schemes of work are developed, reviewed and modified to ensure high standards of teaching and learning, and that there is consistency of practice
- Keep up to date with developments in the teaching of Science and education in general to ensure that best practice is adopted within the department
- Ensure the department is effective in meeting the needs of all students.
- Contribute to the broader life of the school by supporting and leading curricular and extracurricular events
- Ensure curriculum coverage, continuity and progression in the subject for all students
- Ensure effective development of students' literacy, numeracy and IT skills through the subject
- Establish and implement clear policies and practices for assessing, recording and reporting on student achievement, and for using this information to recognise achievement, set targets, and secure good progress
- Work with staff to establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about curriculum, attainment, progress and targets
- Develop effective links with the local community, including business and industry, in order to extend the curriculum, enhance teaching and to develop students' wider understanding

4. Extra-curricular activities

- Raise the profile of Science through school-based activities by helping to make these experiences and opportunities fun and exciting
- Actively promote enthusiasm for the subject outside the timetable, including the organisation of trips

5. Management of resources

- Have an overall understanding of the budgets of the department with a view to advising the Senior Leadership Team on future spending priorities
- Identify future resourcing needs and aspirations for the Science Department
- Have overall responsibility in ensuring that all Science resources are fit for purpose
- Use space to create an effective and stimulating environment for the teaching and learning

of the subject

- Make sure that there is a safe working and learning environment in which risks are properly assessed

6. Monitoring, evaluation & assessment

- Ensure that within the department individual student progress is regularly assessed and recorded and used to inform teaching
- Ensure that assessment for each year group is conducted regularly and consistently
- Use relevant performance and benchmarked data to ensure that high standards of learning are achieved and maintained
- Work collaboratively with subject co-ordinators on whole school student assessment

7. Training & development of self and others

- As a lead professional set personal targets and take responsibility for own continuous professional development
- Be proactive in identifying training needs within the department, ensuring that they are appropriately met, and that all members of the department are active in their own professional development

Whole School Contribution:

- All staff have a responsibility to ensure the welfare and safeguarding of all students
- To contribute to the development of whole school policy and School Improvement Plan
- To support the school, aims, ethos and policies
- To undertake lesson observations and learning walks to support school improvement

Additional Duties:

- To take responsibility for their own professional development
- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
- To engage actively in the performance review process

Review and Amendments:

The job description should be seen as enabling rather than restrictive and will be subject to regular review.

PERSON SPECIFICATION

	Essential	Desirable
<i>Qualifications</i>	<p>QTS</p> <p>Degree or equivalent in relevant subject</p>	<p>Evidence of recent continuing professional development.</p>
<i>Knowledge and Skills</i>	<p>Teach to KS4</p> <p>To teach to GCSE level</p> <p>Ability to take initiative, lead, motivate, inspire and support students to achieve excellence</p> <p>Excellent interpersonal and group skills</p> <p>Excellent organisational and planning skills</p> <p>Ability to undertake self-evaluation and plan and execute improvements</p> <p>Manage a classroom and have the ability to teach outstanding lessons.</p> <p>Ability to plan lessons effectively for all pupils in a class, setting clear learning intentions to ensure progression for all students</p> <p>Understanding of the new OFSTED Framework regarding Teaching & Learning and Leadership and Management</p>	<p>Teach to KS5</p> <p>Able to ensure that technologies are used effectively to improve learning</p> <p>A range of strategies for creating a positive climate for learning</p> <p>Good organisational and planning skills</p> <p>Evidence of good classroom practice</p> <p>A sound knowledge and understanding of current curriculum developments</p>
<i>Qualities</i>	<p>The ability to inspire young people to learn</p> <p>A commitment to lifelong professional learning</p> <p>Patience, sense of humour</p> <p>Reflective practitioner</p>	<p>A willingness to be involved in extended curriculum opportunities in the subject area and across the school</p> <p>The ability to manage time effectively and prioritise work</p>

	<p>A commitment to inclusive education</p> <p>Ability to work under pressure and meet deadlines</p> <p>Able to learn and develop pedagogy and practice from others in your team</p>	<p>Knowledge of changes to SEND agenda</p> <p>The capacity to contribute to the leadership and management of the whole school</p>
<i>Experience</i>	<p>Successful teaching experience in a Secondary or Special School for minimum 3 years</p> <p>Experience of understanding and interpreting data to identify and act upon underachievement and underperformance and inform planning</p>	<p>Experience of working with students with social, emotional and learning difficulties</p> <p>Experience of working with students with SEND</p>

Knowledge	Essential	Desirable
<i>Education & Qualifications</i>	Degree level qualification QTS Status and experience of teaching across at least two key stages in training	Post Graduate Qualification Relevant professional development over the last 2 years Successful NQT training
<i>Equal Opportunities</i>	Committed to the promotion of a multi-cultural approach in the classroom Must be able to recognise discrimination in its many forms and willing to put equality policies into practice	
<i>Special Requirements</i>	An enhanced Disclosure and Barring Service (DBS) check will be requested in the event of a successful applicant and references will be requested.	