

AYLSHAM HIGH SCHOOL

Job Description

Post with responsibility for promoting high quality teaching, learning and standards.

Post title: Second in charge of Science

TLR allowance: 2b (£4225)

Accountable to: Head of Science, Directors of Learning and Headteacher.

Accountable for:

Specific responsibilities will be negotiated with the successful candidate and Head of Department, taking account of individual's strengths.

Generic responsibilities:

1. Carry out the professional duties of a teacher as defined in the School Teachers Pay and Conditions Document, which is updated annually.
2. Follow the Code of Conduct and other expectations of a member of the General Teaching Council.
3. Maintain a strong focus on raising pupil attainment
4. Continually develop and update own professional knowledge and skills and help develop skills and expertise of other teachers and trainee teachers.
5. Plan high quality lessons, evaluate their effectiveness and modify them as necessary.
6. Assess students' work, monitor their progress, provide feedback to help them improve and set challenging targets.
7. Report on students' attainment and progress to line managers and to parents, verbally and by using the required reporting formats.
8. Manage students' behaviour in the classroom so as to create an effective climate for learning.
9. Act as a form tutor
10. Meet with parents for the purpose of discussing their child(ren)'s achievements, progress and future learning and development.
11. Participate in performance management.
12. Contribute to department, pastoral and whole school planning and policy development.

Post-Specific Responsibilities:

1. Promote high quality teaching, learning and assessment within the Science department.
2. Continually seek ways to raise standards in Science.
3. Support colleagues in maintaining good behaviour in the department
4. With Head of Department, line manage teachers and other staff assigned to the department.
5. Act as a role model in terms of teaching, learning and assessment.
6. Deliver training within the department.
7. Evaluate the work of the department through lesson observation, scrutiny of teachers' planning and student's work, and data analysis.
8. Ensure that the department has an up-to-date scheme of work that meets school and OfSTED expectations.
9. Ensure that all information required by senior management is provided on time and is accurate.
10. Provide direction and leadership to the department.
11. Produce a departmental improvement plan, based on rigorous self-evaluation, and implement this.
12. Contribute to the implementation of the school improvement plan.
13. Assist with the timetabling and deployment of staff.
14. Ensure that, through display and other means there is an ambience that is conducive to the learning of the subject and that the work of the department and its students is celebrated and promoted.
15. Promote educational enhancement through booster classes, trips and visits.
16. Ensure that the department contributes to whole school policy and themes, such as careers, citizenship, enterprise education, personal, spiritual, moral and social development.
17. Represent the views of the departmental team, for example at subject leaders meetings.
18. Take part in the selection and induction of new staff.
19. Support school ethos and policies.
20. Act as a team leader for performance reviews and advise the Headteacher on threshold applications from teachers in the department.
21. Carry out subject specific risk assessments and ensure the health, safety and well-being of all staff and students in the department.
22. Carry out any reasonable tasks related to the post that may be requested by the Headteacher.