**Job Description: Head of Science**

**Reports to:**  SLT

**Start date**: September 2022 or sooner

**Salary:** Ark MPS or UPS (Outer London) £30,663 -£42,164 or £44,263 - £47,600, depending on experience plus TLR1B £10,201

**The Role**

To develop, lead and manage the implementation and delivery of a challenging, coherent, motivating, and cumulative Science curriculum.

To lead and manage all aspects of the Science Department. 

**Duties and expectations of all teachers at Ark John Keats**

* Teach to a highly effective standard
* Deepen the scholarly nature of the subject through our curriculum
* Play an active role in ensuring a consistently orderly, calm, and stimulating environment, both in and out of the classroom
* Play an active role in the Character and Enrichment programmes
* Lead the Department, including contributing to workshops, running extra-curricular/intervention activities, competitions, trips, open days and so on.
* Develop habits of excellence in ourselves and our pupils through implementation of the academy routines and consistent explanation of, and emphasis on, high expectations in all we do
* Be consistently well-organised, professional, and courteous

**Key responsibilities and outcomes for the Head of Science**

* Implementation of the Science curriculum
* Achievement of consistently outstanding teaching and learning in Science
* Achievement of outstanding academic attainment and progress in Science
* Embedding of the Ark John Keats ethos and culture in the department
* Delivery of the Instructional Leadership model within the department
* Leadership and management of all other aspects of the Science Department

**Activities**

**Leadership and management**

* Write a subject development plan and self-evaluation.
* Participate in recruitment and selection activities
* Assist in the professional development of teachers
* Develop strong partnerships and ensure regular and productive communication with parents
* Manage the department budget to ensure value for money and impact on teaching and learning and attainment
* Maintain regular and productive communication with pupils, parents and colleagues

**Teaching and Learning**

* Direct and supervise support staff assigned to lessons to ensure the support provided to individuals and groups is having a significant impact on academic progress
* Put in place an ongoing intervention programme to ensure pupils who fall behind have effective intervention to ensure they catch up quickly and sustain progress

**Curriculum setting and assessment**

* Develop and implement syllabi and schemes of work for KS3, in line with National Curriculum requirements, that inspire, challenge and enable pupils to achieve high end grades
* Work with our colleagues in the primary setting to ensure smooth curriculum transition to KS3.
* Monitor and assess teaching and learning
* Set regular, meaningful, and measurable assessments for pupils
* Maintain accurate pupil data that can be used to make teaching more effective
* Produce and contribute to oral and written assessments, reports and references relating to individuals and groups of pupils
* Participate in preparing pupils for external examinations

**Academy Culture**

* Support the academy’s values and ethos by contributing to the development and implementation of policies, practices, and procedures
* Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
* Help develop an academy culture and ethos that is utterly committed to learning and achievement
* Support and work in collaboration with colleagues and other professionals in and beyond the school, covering lessons and providing other support as required

**Other**

* Undertake and, when required, deliver or be part of the appraisal system and relevant training and professional development
* Undertake other various responsibilities as directed by the Principal

**Person Specification: Head of Science**

**Qualification Criteria**

* Qualified to at least degree level
* At least one B grade in a Science at a level and two other B grades
* Qualified to teach and work in the UK

**Experience**

* Evidence of being, or having the potential to be, an outstanding teacher and leader of the subject

**Knowledge**

* Up to date knowledge in the curriculum area
* An understanding of what an outstanding education looks like in the classroom
* An understanding of the strategies needed to establish consistently high expectations

**Behaviours**

**Leadership**

* Effective team worker
* High expectations for accountability and consistency
* Vision aligned with Ark’s high aspirations, high expectations of self and others
* Genuine passion and a belief in the potential of every pupil
* Motivation to continually improve standards and achieve excellence
* Effective listening skills that lead to a strong understanding of others
* Commitment to the safeguarding and welfare of all pupils

**Teaching and Learning**

* Excellent classroom teacher, or potential to be one, with the ability to reflect on lessons and continually improve their own practice
* Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards
* Thinks strategically about classroom practice and tailoring lessons to pupils needs
* Understands and interprets complex pupil data to drive lesson planning and pupil attainment
* Good communication, planning and organisational skills
* Demonstrates resilience, motivation and commitment to driving up standards of achievement
* Acts as a role model to staff and pupils
* Commitment to regular and on-going professional development and training to establish outstanding classroom practice

**Other**

* Commitment to equality of opportunity and the safeguarding and welfare of all pupils
* Willingness to undertake training
* This post is subject to an enhanced Disclosure & Barring Service check