

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