**The Astley Cooper School**

**Job Description**

**Job Title: Subject Leader, Science**

**Responsible to: Deputy Headteacher**

**Name of Postholder:**

This job description should be read in conjunction with the Statutory Requirements contained in the current version of the School Teachers’ Pay and Conditions document and the expectations of the 2012 Teachers’ Standards and the Professional Skills Level Descriptorsoutlined in the school’s Performance Appraisal Policy.

The main purpose of this role is to ensure high standards of achievement in the subject and to lead teaching and learning within the curriculum subject so that students make appropriate progress and enjoy their learning.

To carry out this role effectively you need to be aware of, and support, the fundamental philosophy and aims and objectives of the school, and to be instrumental in creating an ethos which facilitates the effective education of every student and ensures that they make expected levels of progress.

Your key accountabilities as Subject Leader are to:

* Lead and manage all teaching and learning in the subject area with the aim of ensuring that standards of attainment are at least good
* Monitor the work of the department holding all members of the team to account on their roles and responsibilities
* Organise departmental meetings to discuss the implementation of departmental policy
* Prepare the departmental development plans in line with the School Improvement Plan and Action Plan and to reflect departmental priorities
* Analyse data on student progress, achievement and attainment in line with school policy and practice
* Lead curriculum development within the subject and act as a source of advice, guidance and authority on the subject within the school
* Establish and maintain a climate within the subject which is inclusive, safe and secure, and where positive behaviour and regular attendance are learned and taught by all
* Devise and implement schemes of work for all subject courses in each Key Stage, ensuring that these support good learning and good student progress
* Manage informal and formal assessment within the subject, implementing school assessment policies and leading the use of assessment information to enable teachers to set appropriate progress targets and review and evaluate student progress
* Contribute to the selection for appointment and professional development of teachers and support staff including the induction and assessment of new and newly qualified teachers to work in the department
* Through excellent practice, well developed teaching skills and curriculum knowledge provide coaching and mentoring support for colleagues in the subject area
* Manage the budget allocation for the subject area, ensuring that resources are deployed to support student progress
* Ensure that each external examination syllabus is appropriate, and that the specification(s) are known and understood by all staff teaching the course

Your key accountabilities as Teacher are:

**Teaching**

* Plan and deliver lessons in accordance with the school policy on teaching and learning, department schemes of work and current National Curriculum programmes of study
* Liaise with relevant colleagues on the planning of units of work for collaborative delivery
* Work in collaboration with the Teaching Assistants, and with other adults who may attend lessons to support students
* Know, and taken account of, students’ prior levels of attainment and use them to plan lessons and set targets for future improvements
* Set work for students absent from school for health and disciplinary reasons
* Maintain good discipline by adherence to the advice given to staff in the Staff Handbook and elsewhere
* Set high expectations for students’ behaviour by establishing a purposeful working atmosphere in accordance with the school’s behaviour code
* Set appropriate and demanding expectations for students’ learning, motivation and presentation of work

**Assessment, Recording and Reporting**

* Maintain notes and plans of lessons undertaken, and records of students’ work
* Mark, monitor and return work within a reasonable and agreed time span in accordance with the school marking and assessment policy providing constructive oral and written feedback and clear targets for future learning as appropriate
* Complete student reports and progress grades in line with policy and as specified in the published calendar
* Attend the appropriate parents’ evenings to keep parents informed as to the progress of their child
* Be familiar with the Code of Practice for identification and assessment of Special Education Needs and keep appropriate records on Individual Education Plans for students

**Professional Standards**

* Make the education of students the first concern and be accountable for achieving the highest possible standards of work and conduct
* Support the aim of the school and endeavour to promote the development of the school as a learning community
* Treat all members of the community, colleagues and students, with respect and consideration
* Treat all students fairly, consistently and without prejudice
* Set a good example to students in terms of appropriate dress, standards of punctuality and attendance
* Promote the aims of the school by attendance at and participation in events such as open evenings, options evenings and the like (as appropriate to their responsibilities)
* Support the ethos of the school by upholding the behaviour code, uniform regulations etc
* Take responsibility for their own professional development and participate in staff training when provided
* Reflect on their own practice as well as the practice of the school with the aim of improving all that we do
* Read and adhere to the various policies of the school as expressed in the School Development Plan, the Staff Handbook, subject area/Key Stage documentation, etc
* Participate in the management of the school by attending various team and staff meetings according to the schedule set out in the school calendar
* Participate in school and department evaluation and programme for monitoring teaching and learning
* Undertake duties as prescribed within school policies
* Ensure that all deadlines are met as published in the school calendar
* Undertake professional duties that may be reasonably assigned to them by the Headteacher
* Be proactive and take responsibility for matters relating to Health and Safety

The key accountabilities of the post outline the main areas of the role; they are not a comprehensive list of tasks to be undertaken.

This job description may be varied from time to time in response to specific needs within the school and at the direction of the Headteacher.