



Job Description

Head of Science

The post-holder is responsible to the Deputy Headteacher

'Teach the children with all kindness and gentleness possible.'

Marie Madeleine D'Houet (1781 – 1858)

'Lessons are planned and delivered with professionalism. Teachers recognise that every student is unique. They strive to make decisions about teaching and learning that challenge students to uncover and develop their gifts. Rigorous enquiry, deep thinking, questioning and reflection are essential parts of that profound learning which is the foundation of life-long openness to education and the joy of learning. School life is enriched by a variety of extra-curricular activities that are intrinsically linked to our core values of justice, companionship and hope.'

FCJ Education: Our Vision and Values (2013)

Within the context of the FCJ Vision Statement and the School's Mission Statement and its aims and objectives, the post includes the following responsibilities:

1. To exemplify and promote the six FCJ values of excellence, companionship, dignity, justice, hope and gentleness, to demonstrate the Teacher Standards and where appropriate the Standards for Staff on the Upper Pay Spine.
2. To oversee the general academic, spiritual, personal and social development of pupils and Sixth Form students learning in the classes for which you are responsible and to ensure that they receive the support necessary to cope with the demands of the course. This work should be undertaken within the framework of our *FCJ Education: Our Vision and Values* booklet.

GRADE: M/UPR REPORTING TO: Headteacher, via Deputy Headteacher

Bellerive FCJ Catholic College seeks to appoint an enthusiastic, motivated, and inspirational Head of Science.

We are seeking someone who shares our vision and values and has the passion and commitment to promote a culture and ethos wherein all students are able to achieve and have their achievements recognised. We are looking for an inspirational teacher to lead the curriculum development of our successful Science department.

The successful candidate will be a passionate and hard working teacher who can offer:

- an innovative and creative flair
- the learner at the centre of their vision
- excellent classroom practice
- the ability to motivate, challenge and be challenged

We offer a full package of support through our induction process and CPD programme

MAIN JOB PURPOSE

- To provide professional leadership and management of the Science Department and curriculum in order to secure high quality teaching, effective use of resources and improve the standards of learning and achievement of all learners
- In accordance with our Mission Statement and our FCJ values, to play an important role in the delivery of high quality teaching and learning opportunities for all pupils of Bellerive FCJ Catholic College

CORE DUTIES

- To support the Catholic, FCJ ethos of our school
- To be responsible for the academic achievement of all learners in Science.
- To provide leadership and direction and ensure that the development is managed and organised to meet the aims and objectives of the department
- To be responsible for the efficient and effective management of the Science Department budget.
- To inspire, motivate and challenge learners and staff, supporting their individual learning journeys.

Strategic Direction

- To ensure the vision for the department is clearly articulated, shared and understood and acted upon effectively by all.
- To develop and implement policies and practices for the Science Department which reflect the school's commitment to high achievement and success for all.
- To assist with the short, medium and long term plans for the development and resourcing of the Science curriculum, through the School Improvement Plan (SIP).
- To set, monitor and evaluate department targets that impact on learning.
- To be committed to continual improvement and the achievement of Outstanding standards.
- To be responsible for the production of reports and examination performance, including the use of value added data.
- To be responsible for the allocation of resources for the department, maintaining inventories and ensuring the security and safety of equipment.
- To ensure that health and safety policies and practices, including risk assessments, are in line with local and national requirements.

Learning and Teaching

- To provide support, guidance and appropriate direction of learning and teaching methods within the Science Department.
- To develop and implement recording and assessment systems to inform learning and record individual learner progress.
- To ensure Schemes of Work are developed appropriately and to a high standard, meeting the needs of the learners.
- To accurately monitor and evaluate the quality of learning and teaching in the department and set targets for improvement.
- To provide support and coaching for both the induction and development of staff.
- To facilitate the sharing of best practice.
- To be dynamic, reflective and progressive in practice and procedures.
- To be an inspirational role model in the classroom.

Leading and Managing Staff

- To be the lead professional and ensure excellence for all and by all.
- To be involved in the selection and recruitment of all Science staff.
- To line manage the Science TLR staff.
- To develop subject teams and individuals to enhance performance and support effectiveness.
- To plan, delegate and evaluate work carried out by individuals in the department.
- To create, maintain and advance strong leadership by encouraging creativity and innovation.
- To secure and allocate resources to support effective learning and teaching employing Best Value.
- To conduct Performance Management with rigour and consistency.

Knowledge and understanding

- Demonstrate excellent subject knowledge and an understanding Key Stage 3, Key Stage 4 and Key Stage 5.
- Experience and knowledge of school improvement and self-evaluation processes.
- Strong people skills to manage a large department well, maximising strengths and ensuring excellence.
- A working knowledge of practices of effective leadership and the management of change.
- Thorough knowledge of effective curriculum planning.
- Financial planning and resource management understanding.
- Emotional intelligence and strong interpersonal skills.
- A real understanding of young people and how to motivate their success.

Safeguarding

- The Governing Board is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Be keenly aware of the responsibility for safeguarding children
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons

Additional Requirements

- The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the post holder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.
- Carry out the work of the job in a way that is consistent with the culture, ethos, equalities and of the school.
- Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities policy and Use of ICT policy.
- Complete any training required to improve performance and take part in the school performance management process.
- Undertake such other duties as are commensurate with the post and which may reasonably be required by the Governing Body.
- This post is subject to an enhanced Disclosure & Barring Service check

PASTORAL DUTIES:

- be a Form Tutor to an assigned group of students
- promote the general progress and wellbeing of individual pupils and of the form tutor group as a whole
- liaise with the Year Heads and Head of Sixth Form to ensure implementation of the school's pastoral system
- register pupils, accompany them to assemblies, encourage their full attendance and their active participation in all aspects of school life
- contribute to the preparation of school reports and profiling of tutor group
- alert appropriate staff to any problems being experienced by pupils
- communicate as appropriate with parents of pupils and persons or organisations outside the school concerned with the welfare of the individual pupils after consultation with appropriate staff contribute to PSHE and citizenship through a weekly programme
- Promote and safeguard the welfare of all children and young person's they are responsible for, or come into contact with, as per 'Keeping Children Safe in Education'.

OTHER INFORMATION

- This Job Description sets out the major duties and other tasks associated with the stated purposes of the post. Other duties of a similar nature appropriate to the level of responsibility vested in the post and undertaken within the school are not excluded simply because they are not itemised.
- The duties of the post could vary from time to time resulting from new legislation or changes in school policy or priorities, and in this case appropriate training may be given to enable the post holder to undertake the new or varied work.

Bellerive FCJ Catholic College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education.