



THE ACADEMY OF ST FRANCIS OF ASSISI

Job Description

Post:	Assistant Head of Science
Reporting to:	Leader of Science
Responsible for:	Teaching staff and other relevant personnel within the curricular area.
School type:	The Academy is a publicly funded independent Academy for students aged 11 to 16
Salary Scale:	TLR 2b
Liaising With:	Head of School, senior leadership team, teachers and support staff, LA representatives, external agencies and parents.
Working Time:	Full time as specified within the STPCD
Disclosure Level:	Enhanced

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

JOB PURPOSE:

To support the Leader of Science to lead, manage and develop the Science curriculum across the Academy.

- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To be accountable for student progress and development within the subject area.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curricular area, in accordance with the aims of the Academy and the curricular policies determined by the Governing Body and Head of School of the Academy.
- To be accountable for leading, managing and developing the subject/curriculum area.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.

ACADEMY ETHOS

- Promote the Academy as an inclusive institution with Christian values, serving the local community and reflecting the approach of the Church of England and the Catholic Church to education.
- Implement the Academy Improvement Plan to meet the objectives set out in the Funding Agreement.
- Help to meet strategic targets for the Academy set by the Governing Body.
- Ensure the use of the latest environmentally sound technology in all aspects of the work of the Academy. This will support and facilitate access to the curriculum for all learners thereby meeting the major objectives of the Academy Improvement Plan and the targets set by the Secretary of State and the Governing Body.
- Implement the plan to improve the community in the life of the Academy encouraging adults to participate in course devised to support their learning.
- Enable the Academy to be rooted at the heart of the community.

- Develop links as appropriate with partners, schools, FE and HE establishments, sponsors and the Connexions service thereby ensuring greater opportunities for the young people in the Academy particularly in the areas of work experience and study support.

STRATEGIC/OPERATIONAL PLANNING

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the curricular area.
- The day-to-day management, control and operation of course provision with the curricular area, including effective deployment of staff and physical resources.
- To actively monitor and follow up student progress.
- To implement Academy Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.
- To work with colleagues to formulate aims, objectives and strategic plans for the curricular area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy.
- To lead and manage the business planning function of the curricular area, and to ensure that the planning activities of the curricular area reflect the needs of students within the subject area, SIP/FIP and the aims and objectives of the Academy.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the curricular area are in-line with national requirements and are updated where necessary, therefore liaising with the Academy's Health and Safety Manager.

CURRICULUM PROVISION

- To liaise with the Subject Leader to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy Improvement Plan/Self Evaluation.
- To be accountable for the development and delivery of Science.

CURRICULUM DEVELOPMENT

- To lead curriculum development for the whole curricular area.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Assistant Head of School to maintain accreditation with the relevant examination and validating bodies.
- To be responsible for the development of Key Skills in Science.
- To ensure that the development of Science is in line with national developments.

STAFFING

- To work with the Assistant Head of School to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the curricular area's technicians/support staff.
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated curricular area.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the curricular area liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the curricular area.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with Academy procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the Academy's ITT programme.

- To be responsible for the day-to-day management of staff within the designated curricular area and act as a positive role model.

QUALITY ASSURANCE

- To ensure the effective operation of quality control systems.
- To establish the process of the setting of targets within the curricular area and to work towards their achievement.
- To establish common standards of practice within the curricular area and develop the effectiveness of teaching and learning styles in all subject areas within the department.
- To contribute to the Academy procedures for lesson observation.
- To implement Academy quality procedures and to ensure adherence to those within the curricular area.
- To monitor and evaluate the curriculum area/ curricular area in line with agreed Academy procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To ensure that the curricular area's quality procedures meet the requirements of Self Evaluation and the Academy Improvement Plan.

MANAGEMENT INFORMATION

- To ensure the maintenance of accurate and up-to-date information concerning the curricular area on the management information system.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the curricular area.
- To produce reports on examination performance, including the use of value-added data.
- In conjunction with the relevant Assistant Head of School, to manage the curricular area's collection of data.
- To provide the Governing Body with relevant information relating to the curricular area performance and development.

COMMUNICATIONS

- To ensure that all members of the curricular area are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- To represent the curricular area's views and interests.

MARKETING & LIAISON

- To contribute to the Academy liaison and marketing activities, e.g. the collection of material for press releases.
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the development of effective subject links with external agencies.

MANAGEMENT OF RESOURCES

- To manage the available resources of space, staff, and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the curricular area budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To work with the Subject Leader in order to ensure that the curricular area's teaching commitments are effectively and efficiently time-tabled and roomed.

PASTORAL SYSTEM

- To monitor and support the overall progress and development of students within the curricular area.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To contribute to PSHCE, citizenship and enterprise according to Academy policy.
- To ensure the Behaviour Management system is implemented in the curricular area so that effective learning can take place.

TEACHING

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

ADDITIONAL DUTIES

- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.