



Job Title	Director of Science
Faculty Responsibility	Ensure outstanding outcomes for all students within the faculty by ensuring a rich and appropriate curriculum delivered through high quality teaching and learning.
Whole School Responsibility	To be agreed with the successful candidate, based upon their experience and skills in relation to our School Development Plan.
Salary	Leadership 8-12

Faculty Directors have a pivotal leadership role in ensuring the transition, progress and well-being of the students within their faculty, in order to maximise the impact of teaching and learning, ensuring students make outstanding progress and attainment.

Job Purpose To work closely with, and support, the Headteacher and Leadership Team to ensure continued school improvement in key aspects of the school:

- Promoting the core values of school.
- Shaping the future of the school.
- Leading teaching and learning.
- Promoting strong behaviour for learning.
- Building a professional learning community.
- Managing the organisation of the school.
- Securing accountability.
- Strengthening community.

Line Management

Responsible to: Assistant Headteacher – Teaching and Learning.

Liaison with: All internal and external stakeholders who contribute to the effective delivery of the duties and responsibilities of the post holder.

Responsible for: Science Raising Standards Leader, Heads of Biology, Chemistry and Physics, science teachers and technicians.

The post-holder will carry out all teaching and other related duties, subject to the direction of the Headteacher, in conformity with policies of the school and the Pay and Conditions of Service that are currently in force.

This job description may be subject to annual review, after consultation, at the request of the Headteacher and the post holder.

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Shared Senior Leadership Responsibilities and Duties

1. To ensure ongoing school improvement.
2. As part of the Leadership Team to:
 - 2.1 Set and maintain clear expectations for staff and students.
 - 2.2 Be consistent in upholding agreed principles and practices.
 - 2.3 Be approachable and enable two-way communication.
 - 2.4 Recognise success in achievement and development.
 - 2.5 Challenge unacceptable performance.
 - 2.6 Inspire others through a positive and enthusiastic approach.
3. To ensure effective action planning in realisation of the School Development Plan.
4. To integrate the use of the Self Evaluation Form as a diagnostic and planning tool.
5. To work with designated leaders in monitoring, supporting and reviewing self-evaluation.
6. To maintain links with relevant external agencies.
7. To advise the Headteacher and Leadership Team on matters related to areas of responsibility.
8. To support the implementation of school policy regarding performance management.
9. To manage any given budget in line with school policy, practice and procedures.
10. Attend and contribute to Leadership meetings in order to support the operational and strategic leadership of the school.

Lead on all aspects of whole school responsibility:

- Identify objectives and milestones.
- Plan, implement and review initiatives to deliver identified outcomes.
- Engage all stakeholders to ensure effective delivery of objectives.
- Produce evidence of impact for fellow senior leaders and governors.

Faculty Leadership Responsibilities and Duties

Key Functions:

- Provide the information, help, development and challenge, necessary to motivate all teaching and support staff within the faculty to sustain and secure improvements in teaching and outcomes.
- Have oversight of the performance management process, either directly or indirectly, of all the teachers within the faculty.
- Directly line manage all middle leaders within the faculty.
- Ensure effective deployment of all support staff within the faculty.
- Within the appraisal process, to be responsible for the support and challenge of all colleagues, with specific reference to underperforming colleagues.
- Be responsible for raising attainment in all subjects within the faculty.
- Ensure effective teaching across the faculty, so that lessons are challenging and exciting.
- Evaluate the quality of teaching and standards of students' achievement, and setting targets for improvement.
- Manage the delivery of examinations in the faculty.
- Identify and ensure curriculum compliance, with appropriate programmes of study to cover the national curriculum and examinations courses, that meet the need of all pupils in KS3, KS4 and Post 16.
- Monitor and execute whole school's policies and practices within the faculty.

- Maintain a high quality environment, identifying appropriate resources and ensuring that they are used efficiently, effectively and safely.
- Regularly report to the Leadership Team on all aspects of teaching, learning, assessment and outcomes across the faculty.
- Take part in and lead quality assurance processes within and across faculties.
- Regularly undertake self-evaluation, with respect to the strengths, weaknesses and areas of development within the faculty.

Specific Responsibilities:

- Ensure that teachers are clear about the teaching objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate such information to pupils, across all subjects within the faculty.
- Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of different pupils studying all subjects within the faculty.
- Aim to ensure that classes in within the faculty are effectively managed, so that students can learn in a supportive and calm working environment.
- To ensure that staff are consistent and effective in their application of school policies.
- Support colleagues across the faculty in dealing with disciplinary issues, taking responsibility for managing behaviour within the faculty.
- Lead the professional development of subject staff through example and support, and co-ordinate the provision of high quality professional development by methods such as coaching and drawing on other sources of expertise as necessary, for example, higher education, LAs, subject associations.
- Provide accurate timetable information, and liaise with Deputy Headteacher with responsibility for the timetable, to produce an annual faculty timetable, which ensures the best use of staff expertise.
- Ensure that all subjects within the faculty meet the requirements of the examination boards, with respect to invigilation, moderation and marking.
- Ensure the effective and efficient management and organisation of learning resources within the faculty, including ICT.
- Monitor the processes which ensure that student attendance and punctuality across lessons within the faculty are monitored and recorded, in-line with school policy.
- Monitor the work areas used by faculty, creating a safe, effective and stimulating environment for the teaching and learning.
- Ensure curriculum coverage, continuity and progression in all subjects within the faculty for all pupils, including those of high ability and those with special educational or linguistic needs.
- Lead on the production of Subject Improvement Plans as part of the School Improvement Plan, to include staff development and training implications.
- Take part in the school performance management policy, appraising staff as required and using the process to develop the personal and professional effectiveness of the colleagues being appraised.
- Manage communication with all faculty stakeholders, including parents.
- Provide staff reference information as requested by the Headteacher.
- Organise and chair subject meetings, communicate information to staff and co-ordinate resulting actions.