

Head of Science Faculty

Job Description Head of Science Faculty	
Purpose	To create a climate of learning in which expectations are clear - 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 science curriculum across all Key Stages and specialisms. - To lead, develop and enhance the teaching practice of others across all Key Stages and specialisms. - To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students within the science faculty in accordance with the aims of the school and the curricular policies determined by the Governing body and Headteacher across all Key Stages and specialisms. - To be accountable for leadership of the science faculty, across all Key Stages and specialisms. - To effectively manage and deploy teaching/support staff, financial and physical resources within the faculty to support the designated curriculum portfolio, across all Key Stages and specialisms. - To facilitate and encourage a learning experience which provides all students with the opportunity to achieve their individual potential. - To raise standards of student attainment and achievement and to monitor and support student progress, across all Key Stages and specialisms. - To lead the development of a program of extra and co curricula development opportunities for all students, including learning outside the classroom and visiting speakers, across all Key Stages and specialisms. - To ensure there is an excellent quality of education for all students, across all Key Stages and specialisms within the science faculty.
Reporting to:	Member of the Senior Leadership Team.
Responsible for:	The provision of a full learning experience and support of students. Subject post-holders <u>teaching staff and other relevant personnel within the faculty and curriculum area</u>
Liaising with:	The Senior Leadership Team, other Heads of Department, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, staff, parents, LEA.
Working time:	195 days per year. Full time
Salary/Grade:	TLR 1c
Disclosure level	Enhanced
Core duties	
Operational and Strategic	- To actively engage in research with regard to teaching and learning within science - Chairing regular team meetings within the science faculty. - To lead and ensure the quality development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies within the science faculty. - The day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources. - To actively monitor and follow up student progress for all students, including identified subgroups. - To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety COSHH etc.

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	• To lead colleagues and to formulate a coherent forward looking vision for the science faculty with clear aims, objectives and strategy.. • To lead and manage the business planning function of the science faculty, and to ensure that the planning activities of the Faculty reflect the needs of students within the Curriculum Improvement Plan and the aims and objectives of the school • Foster and oversee the use of technology to aim learning and progress for staff and students. • To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Faculty are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager. • To lead and support the science team in the delivery of a programme of extra-curricular provision, including Learning outside the classroom and external speakers. • Lead in the effective development of Initial Teachers provision within the Department. • To support the leadership team in the recruitment of students through participation in open evenings and other marketing activities. • To lead in ensuring the successful transition of students in between Key Stages and specialisms and at key transition points.
Curriculum Provision:	• To lead the provision of educational enhancement (booster classes, trips, visits, web based learning etc) • To liaise with the Senior Leadership Team to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation. • To oversee the faculty examinations policy and compliance with external examination and internal assessment procedures with particular reference to any statutory requirements
Curriculum development:	• To lead curriculum development for the whole curriculum area. • To keep up to date with national developments in the subject area and teaching practice and methodology. • To actively promote networking within the wider science community within the science faculty. • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. • To liaise with the Senior Leadership Team to maintain accreditation with the relevant examination and validating bodies. • To ensure that the development of subject materials is in line with national developments. • To line manage teachers of science, and to oversee the development of the holistic curriculum.
Staff development Recruitment and deployment of staff	• To work with the designated Senior Leader to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To lead and ensure that curriculum design and timetabling is effective within the maths faculty. • To lead Performance Review(s) of staff within the science faculty and to act as reviewer for a group of staff who you line manage. • To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department. • To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures. • To promote teamwork and to motivate staff to ensure effective working relations. • To liaise with support staff responsible for examination cover, data etc. to ensure deadlines are met and effective use is made of student data. • To be responsible for the day-to-day management of staff within the science faculty and act as a positive role model.

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	• To advise Senior Leaders where appropriate with regards to relevant policies regarding the performance of staff in the science faculty. • To delegate roles and responsibility to staff within the subject area and monitor progress. • To continue to develop subject knowledge and teaching methods within the science Faculty, including leading and managing the CPD programme. • To lead in the promotion of teamwork and to motivate staff to ensure effective working relations. • To ensure the effective efficient deployment of classroom support • To ensure that staff in the science faculty adhere to their responsibilities in the Behaviour Policy.
Quality Assurance:	• To ensure effective operation of quality control systems. • To set targets within the science faculty and to work towards their achievement. • To establish common standards of practice within the science faculty and develop the effectiveness of teaching and learning styles. • To contribute to the School procedures to monitor the quality of teaching and learning. • To implement School quality procedures and to ensure adherence to those within the science faculty. • To monitor and evaluate the curriculum area/department in line with agreed School procedures including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required. • To ensure that the science faculty quality procedures meet the requirements of the Curriculum Quality of Education process and Strategic Plan. • To lead in the best use of data to improve the performance of staff and students.
Management Information:	• To ensure the maintenance of accurate and up-to-date information concerning the department within the schools 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 in line with the quality assurance cycle for the science faculty. • To manage the science faculty collection and analysis of data. • To provide the Governing Body and Senior Leaders with the relevant information relating to the Departmental performance and development.
Communications:	• Ensure that all members of the department/ faculty are familiar with its aims and objectives • To ensure effective communication as appropriate with the parents of students, across the faculty. • To liaise with partner schools, higher education, industry, Examination boards, Awarding bodies and other relevant external bodies relevant to science. • To represent the Faculties views and interests.
Management of Resources:	• To lead on the maintenance, storage and supply of all resources in the science faculty which allow for an engaging and broad curriculum across all Key Stages and specialisms. • To work with other Faculties to ensure a sharing and effective usage of resources to the benefit of the school and the students. • To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the departmental budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
Pastoral system:	• To monitor and support the overall progress and development of students within the science Faculty.

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	- To monitor student attendance and behaviour; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary within the science Faculty. - To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description. - To contribute to PSHCE according to school policy.
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 school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
Other Specific Duties:	
You are to carry out the duties of a <u>school teacher</u> as set out in Pay and Conditions Document 1994 and subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Headteacher. - To support the school in meeting its legal requirements for worship. - To promote actively the schools corporate policies. - To continue personal development as agreed - To actively engage in the staff review and development process. - To undertake any other duty as specified by STPCB not mentioned in the above Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.	
This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.	

DATE: SEPTEMBER 2026