

Date: April 2024

Service Area: Abertillery Learning Community - Secondary Campus

Post Title: Head of Faculty - Science

Responsible To: Head of Upper School

Responsible For: Standards of Teaching and Learning, and Outcomes within the Faculty

This Job Description:

- 1 Will be reviewed annually and may, after consultation and negotiation, be changed according to the needs of the school.
- 2 Lies within the framework of the current School Teachers Pay and Conditions of Service Document.

Learning and Teaching

- 🏠 Promote excellence in learning and teaching to ensure all learners progress in their learning and their needs are met.
- 🏠 Fully understand the main features of outstanding learning and teaching and ensure that good practice is shared throughout the faculty.
- 🏠 To be responsible for the development of the curriculum, its quality and effective delivery within the faculty.
- 🏠 Ensure effective development of learners' literacy, numeracy and digital competency skills through the subject.
- 🏠 To ensure appropriately challenging and innovative Schemes of Learning for Years 7-11 within the faculty, meeting the needs of all learners.
- 🏠 To maintain a stimulating learning environment within the faculty area including the corridors and ensure facilities are used in a stimulating and engaging way to create an effective learning environment within each subject.
- 🏠 To ensure effective development of learners' individual and collaborative study skills necessary for them to become increasingly independent in their work.
- 🏠 To develop the partnership with parents to involve them in their child's learning.
- 🏠 To work with the Learning Support Team and Pastoral Team to ensure learners' individual needs are met.
- 🏠 To provide cover work as appropriate for absent colleagues.
- 🏠 Keep abreast of subject developments and reflect this in the schemes of learning.
- 🏠 To take responsibility for progress, home learning or behaviour issues within the faculty and liaise with SLT and Pastoral Leads accordingly.
- 🏠 Contact home regarding progress, home learning or behaviour issues with learners.

- 🏠 Track behaviour trends across the faculty and implement strategies to address such trends.
- 🏠 To ensure parents are kept fully informed of all faculty activities such as clubs, matches, revision sessions and home learning.
- 🏠 Follow examination board guidelines.

Monitoring, Evaluation and Assessment

- 🏠 Ensure that individual student progress is regularly tracked through a range of assessment techniques, recorded, reported and used to inform future learning and teaching.
- 🏠 To set high expectations by providing clear and challenging targets for student achievement.
- 🏠 Monitor student progress through the use of performance and benchmarked data to ensure that high standards of learning are achieved and maintained.
- 🏠 To use data effectively to identify individuals and groups of learners who are underachieving in the subject and, where necessary, create and implement effective plans of action to support those learners.
- 🏠 Closely monitor FSM, MAT and boys' performance in all subject classes and implement strategies to improve outcomes alongside the classroom teacher.
- 🏠 To monitor the progress made in achieving subject plans and targets, evaluate the effects on learning and teaching and use the analysis to direct further improvement.
- 🏠 To implement agreed school policies and practices for assessing, recording and reporting on student achievement.
- 🏠 To be responsible for the oversight and management of learners' behaviour within the faculty through the effective delivery of the school's rewards and sanctions policy.
- 🏠 To be responsible for quality assurance within the faculty.
- 🏠 To set high expectations and targets for staff and learners in relationship to performance targets.
- 🏠 Ensure that all requests for data are completed by all faculty staff to meet deadlines.
- 🏠 Ensure all faculty reports home to parents are completed on time and are checked for both quality and accuracy.

Leadership and Management

Leadership:

- 🏠 To provide strategic direction and establish a vision for the subjects within the faculty, which reflects the school's commitment to improving the progress and achievement of learners.
- 🏠 To establish, develop and implement policies and schemes of learning for each subject in accordance with the requirements of the National Curriculum exams and syllabuses, and in line with recent inspection recommendations and research evidence.

- 🏠 To establish a clear and shared understanding of the importance and role of the subject in contributing to learners' spiritual, moral, cultural, mental and physical development.
- 🏠 To play a full part in the life of the school community, to support its ethos and to encourage and ensure staff and learners follow this example.
- 🏠 To develop effective collaboration and strategic partnerships within the faculty and with colleagues from other subject, senior leaders, governors and parents.

Management:

- 🏠 To ensure the faculty contributes to the school's Improvement Plan and be responsible for review and development within the faculty.
- 🏠 To ensure a continual cycle of self-evaluation and quality assurance which reflects upon areas for development and time scaled actions needed in order to achieve them.
- 🏠 To regularly consult and communicate with the faculty team and to hold faculty meetings focused on meeting objectives outlined in a Faculty Improvement Plan.
- 🏠 To be responsible for checking that good working practices are followed by all members of the faculty and to support team members in this.
- 🏠 To establish clear expectations and constructive working relationships among staff involved with the subject. Developing responsibilities and delegating tasks as appropriate; evaluating practice; developing accountability.
- 🏠 To represent the faculty's interest at appropriate meetings.
- 🏠 To attend Middle Leaders' meetings.
- 🏠 To meet with line manager on a regular basis to discuss standards and progress.
- 🏠 To be responsible for the planning, implementation and monitoring of all whole school policies within the faculty.
- 🏠 To ensure that all faculty deadlines are met (including reports, examination entries and coursework).
- 🏠 To monitor the faculty's resources and capitation. To ensure the faculty works within its budget and that resources are used in the most efficient manner that reflects the needs of the curriculum and learners.
- 🏠 To be responsible for managing the performance of staff as set out in the school's Performance Management Policy.
- 🏠 To ensure that there is a safe working and learning environment in which risks are properly assessed.
- 🏠 To participate in the interview process for teaching posts.
- 🏠 To supervise and support NQTs, learners, supply teachers and new staff, in liaison with the appropriate member of SLT.
- 🏠 To ensure that the SLT, Line Manager and Governors are well informed about subject policies, plans and priorities, the success in meeting objectives and targets and subject related professional development plans.

Training and Development of Self and Others

- 🏠 Set personal targets and take responsibility for own continuous professional development.
- 🏠 To effectively deploy staff within the faculty and develop their expertise.
- 🏠 To develop the leadership capacity of all staff within the faculty and foster effective distributed leadership.
- 🏠 Ensure that training needs within the curriculum area are identified, appropriately met, and that all members of the faculty are active in their own personal and continuous professional development as identified through Performance Management.
- 🏠 Nurture and facilitate a collaborative approach within the Faculty so that staff can share best practice and develop one another.

Safeguarding and Health and Safety

- 🏠 To ensure that safeguarding process are in place, shared and adhered to within the faculty, in particular for staff working with learners outside the learning community.
- 🏠 To ensure that risk assessments are in place, shared and reviewed as appropriate, in particular when learners are in the school's care outside the learning community and when utilising specialist equipment.
- 🏠 To ensure first aid training is carried out where appropriate and first aid is available and carried out correctly when needed.
- 🏠 To ensure that equipment is neatly, safely and correctly stored, maintained and utilised and that staff are held to account for this.

The Disclosure and Barring Service

This post will result in you having contact with children, the elderly, sick or disabled. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form - your application will be returned if this section is incomplete. Further information about Disclosure and Barring Service and the Council's approach to recruiting ex-offenders should follow the application form, if not contact the person named in the advertisement.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Signed:

Date:

Person Specification

Education and Training	
Relevant degree	Application Form
Qualified Teacher Status	Application Form
Teaching Experience	
Appropriate experience of teaching science - one or more subjects	Application Form
Evidence of lesson observations that reflect consistently good teaching and Learning	Application Form
Knowledge of the subject curriculum and its relationship to the curriculum as a whole	Assessment Tasks
Ability to recognise and describe the characteristics of high-quality learning in the subject and the main strategies for securing at least excellent progress for all	Assessment Tasks
Evidence of good classroom management skills in an inclusive environment	Assessment Tasks
Experience of supporting strategies to maximise pupil achievement	Application Form/Assessment Tasks
Experience of analysing data, measuring impact and action planning	Assessment Tasks
An understanding of safeguarding, emotional resilience and restorative approaches	Application Form/Assessment Tasks
Professional Knowledge and Skills	
An ability to inspire and manage students effectively, thereby developing positive working relationships	Assessment Tasks
Well-developed interpersonal and communication skills	Assessment Tasks
Good organisation and proven administrative abilities	Application Form
Good personal ICT skills including the ability to use ICT effectively to engage students	Application Form/Assessment Tasks
Recent and up to date knowledge of the current curriculum requirements in science at key stages 3 and 4	Application Form/Assessment Tasks
An understanding of the new Curriculum for Wales and the implications for the delivery of science	Application Form/Assessment Tasks
Personal Qualities	
A desire to make a difference to the lives of young people	Assessment Tasks
A commitment to working as part of a team, respecting the skills, talents and hard work of colleagues	Application Form/Assessment Tasks
Energy, enthusiasm and creativity	Assessment Tasks
Resilient and an ability to work calmly and effectively under pressure	Assessment Tasks