All Hallows Catholic High School

Job Specification

Second in Science Department

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| **SCHOOL LEADERSHIP** |
| 1. To contribute to the wellbeing of pupils and staff within our caring, Christian community. 2. To take a role in the promotion of the Catholic ethos and mission of the school. 3. To assist the Head of Department in raising standards of student progress and attainment within the Science and to monitor and support student progress. 4. To support, hold accountable, develop and lead a team of subject specialists focusing on KS3 in Science. 5. To assist in ensuring the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the policies determined by the Governing Body, Headteacher and Head of Department. 6. To assist in ensuring high standards of teaching and learning take place within the curriculum area. 7. To provide regular feedback for colleagues which recognises good practice and supports their progress against Appraisal objectives leading to a real impact on pupil progress. 8. To undertake the responsibilities of Team Leader for Appraisal. |
| CURRICULUM AND TEACHING AND LEARNING |
| 1. Assist the Head of Department to ensure a robust system is in place for all aspects of teaching, learning and assessment within the department including schemes of work, marking and feedback, planning and homework. 2. To assist in the planning of Schemes of Work in KS3 designed to achieve the agreed curriculum aims and objectives. 3. To ensure that the work is planned, so that there is progression and continuity in learning and that the work meets the needs of the pupils. 4. To work with the Head of Department to establish a system of monitoring the quality of teaching, learning and assessment to ensure there is progression and continuity throughout the department and that teaching is challenging, appropriate and meets the needs of our pupils. 5. To assist the Head of Department in leading the development of online e-learning platforms across all Key Stages. 6. To keep up to date with current developments in the subject and DfE requirements in relation to teaching and learning strategies and pedagogy. |
| **LEADERSHIP OF STAFF** |
| To undertake annual Appraisal Reviews of colleagues in the department.To work with the Head of Department to ensure that staff development needs are identified and that appropriate CPD opportunities are designed to meet such needs.To make appropriate arrangements for classes when staff are absent, liaising with the relevant staff to secure appropriate cover within the department.Assist the Head of Department in the effective induction of new staff in line with school procedures.  1. To lead ECTs and ITTs and ensure beginning teachers are given ongoing effective professional guidance and support.  To implement school policies e.g. Equal opportunities, Health and Safety, Safeguarding. |
| ASSESSMENT AND DATA |
| 1. To work collaboratively with the Head of Department and departmental colleagues on the setting of appropriate targets. 2. To ensure that the department’s KS3 assessment schemes are appropriate and consistent with the school’s policy. 3. To assist the Head of Department in ensuring that the agreed schemes of assessment are implemented and that work is marked regularly and that the information gathered is used to inform future planning. 4. To meet with members of the department to discuss findings from most recent data collections. 5. To provide the Head of Department with relevant KS3 information relating to the department’s   performance and development. |
| LEADERSHIP OF PUPILS |
| 1. To advise KS3 pupils on their progress and encourage them to develop their potential to the full and to ensure that they are meeting learning demands. 2. To ensure that the KS3 curriculum follows the school’s Equal Opportunities and Race Relations guidelines. |
| **LEADERSHIP OF RESOURCES** |
| 1. To assist the Head of Department in advising the Senior Leadership Team on the resource needs of the curriculum area. 2. To ensure that rooms are organised appropriately to facilitate the delivery of the agreed curriculum and to create an ordered learning environment, which allows curriculum goals to be achieved, including departmental displays. |
| **COMMUNICATION** |
| 1. To oversee the development of links with the feeder primary schools where appropriate to ensure a smooth transition from KS2 to KS3. 2. To develop progression links with the VI Form College and Colleges of FE. |
| **EVALUATION** |
| 1. To assist the Head of Department in drawing up the curriculum area’s Development Plan. 2. To work with colleagues to formulate aims, objectives and strategic plans for the KS3 curriculum. 3. Assist the Head of Department in monitoring the quality of teaching and learning in the department and to contribute to school procedures for lesson observations. 4. To monitor and evaluate the department in line with agreed school procedures. 5. To monitor the progress of appraisal objectives and to source appropriate CPD opportunities where needed. |