Job Description
Post: Second in Science

Purpose

To challenge educational and social disadvantage by working with the Head of Science to achieve the highest possible standards and preparing all our students to lead successful lives.

Duties and Responsibilities

- In consultation with the Head of Faculty, plan, design and produce teaching materials and resources that are appropriate to age and ability and are in accordance with the Academy Improvement Plan.
- Support the development of curriculum and examination mapping in accordance with the Academy Improvement Plan
- Support the Head of Faculty to act upon department/faculty priorities in collaboration with line management in order to build and lead a cohesive and highly effective team.
- Support the Head of Faculty to maintain an effective quality assurance process.
- Provide colleagues and students with timely, and constructive feedback on areas for development.
- Support the Head of Faculty to complete review documentation including department/faculty data analysis and subsequent planning.
- Develop and build monitoring and tracking systems using a range of IT software to support the progress and development of students achievement.
- Facilitate the exceptional progress and well-being of any individual or group of students.
- Seek to be innovative and act on initiative to support the continuing development of the Science department.
- Lead weekly team meetings.
- Deputise for the Head of Department, supporting with day to day administration and decision making.
- In accordance with schemes of work, plan, deliver and review lessons which are appropriate to the age and ability of the students to facilitate progression in students' learning.
- Ensure that teaching is broad, balanced, relevant, motivational and appropriately scaffolded in order to maximise the academic potential of all students.
- Support the management of behaviour within the team; overseeing and completing all duties effectively.
- Ensure that assessment is both regular and thorough and that records of assessment are accurate.
- Provide feedback that moves learning forward.
- Support the Head of Science to manage the department's classrooms and teaching equipment, to create a positive learning environment that makes effective use of available resources.
- Support the Senior Science Technician in acquiring and developing the provision of resources to support improvements to pupil progress.
- Ensure that homework is set, where appropriate, and monitored.
- Support the Head of Science to complete all exam entry requirements and effectively manage the faculty budget.
- Manage own workload and that of others to allow an appropriate work / life balance.
- Work in effective partnership with other leaders in the Trust.
- Support the development of a STEM network with other TLR post holders within the trust.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Headteacher.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.