



FINHAM PARK
MULTI ACADEMY TRUST

JOB DESCRIPTION

Head of Science

Job Purpose

The Head of Science is responsible for the effective functioning of the three departments that comprise the Science Faculty. In addition to the overall responsibility for the Departments within a curriculum area they are responsible for identifying needs and opportunities for cross-curricular links within and beyond the Faculty and for ensuring that these are responded to. As well as establishing professional standards for the Faculty they will share with the Heads of Department the work of deploying staff, guiding and monitoring teachers within the Faculty, allocating resources, and establishing a coherent Faculty and Departmental policy.

Whole School

1. To work with other staff to raise the quality of teaching and learning within the department in classrooms other than their own.
2. To develop expertise in teaching and learning through CPD opportunities within the department, this may be through individual coaching, mentoring or leading group CPD sessions.
3. To be accessible to and supportive of students, staff, parents and the wider community, as appropriate.
4. To be responsible for the delivery and co-ordination of STEM related activities across the school

Teaching and Learning

1. To have oversight with the Heads of Department, Assistant Headteacher for monitoring the total curriculum provision of each pupil in the school to ensure a balanced and appropriate curriculum.
2. To co-ordinate the administration of internal assessment and examinations, and entries for external examinations, within the Faculty.
3. To maintain and update a central Faculty record of pupil assessment data to inform and monitor teaching and interventions.
4. To undertake such pastoral responsibilities as are commensurate with a senior post within the School.
5. To assess, record and report on the development, progress and attainment of pupils, in conjunction with the Heads of Department, and to monitor the effectiveness of pupils' learning experience.





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6. To maintain good order and discipline among pupils and to safeguard their health and safety both when they are authorised to be on school premises and when they are engaged in authorised school activities elsewhere.
7. To support and encourage Heads of Department and all staff in curriculum development.
8. To foster, promote and co-ordinate cross curricular approaches and developments.
9. To be responsible for an ongoing review of the Faculty curriculum through the appropriate Deputy.
10. To liaise with Heads of Department over timetabling and to contribute as necessary to the planning of the school timetable.
11. To maintain an up to date set of schemes of work and syllabuses for all areas within the Faculty.
12. To ensure that wall displays within teaching and resource areas support teaching and learning.

Leadership

1. To accept a general leadership role associated with being a major contributor to the management of the School.
2. To line manage and carry out the performance management of the Biology, Chemistry and Physics subject leaders and, by extension, act as overall line manager for the Faculty.
3. To work with Biology, Chemistry and Physics subject leaders to ensure a consistent approach and wider sharing of best practice, benefitting all learners.

