

URSULINE HIGH SCHOOL

HEAD OF SCIENCE

JOB DESCRIPTION

Post Title: Head of Science

Grade: M1 – UPS3 [£32,157 - £50,935] plus TLR 1c £12,113

Responsible to: Head of Faculty

Date: January 2021

Purpose	To lead the Faculty to excellence in teaching and learning and outcomes and the quality of provision
Responsibility for student outcomes at	Key Stage 3, 4 & 5
Line Manager	Deputy Head/AHT
Line Management of	the Faculty
Performance Management of	5 staff – 3 Heads of Department & Key Stage Co-ordinator & Principal Science Technician

Main duties

Strategic direction and development	<ul style="list-style-type: none"> ➤ To contribute to developing the vision and mission statement of the school ➤ To contribute to the development, implementation, monitoring and review of the school's SIP to ensure all students achieve high standards and make progress ➤ To develop and implement a vision for the Science Faculty
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	<ul style="list-style-type: none"> ➤ To collaboratively develop, implement, monitor and evaluate a Faculty Improvement Plan
Ethos	<ul style="list-style-type: none"> ➤ To contribute to the Ursuline ethos of Service ➤ To work collaboratively and develop collaborative teams across the school ➤ To support and contribute to the development of the Chaplaincy ➤ To continue to develop an understanding of the role of Catholic education and Ursuline education in the 21st C
Curriculum development/ Teaching and Learning and Assessment	<ul style="list-style-type: none"> ➤ To ensure and sustain excellence in Teaching and Learning within the Faculty that ensures targets for improvement are met ➤ To ensure consistency in Teaching and Learning using School Policy ➤ To ensure the highest standards of Literacy within Science ➤ To monitor and evaluate the quality of the curriculum ➤ To develop the curriculum offer within the Faculty to meet the needs of all students ➤ To ensure a positive learning environment in the Faculty ➤ To ensure that the learning needs of students are met within the Faculty ➤ To implement and monitor student assessment, recording and reporting including the effective use of target setting ➤ To ensure consistency in the application of whole school policies e.g. assessment
Outcomes	<ul style="list-style-type: none"> ➤ To ensure students meet their targets at Key Stage 3, 4 and 5 ➤ To ensure the outcomes at Key Stage 5 have significantly Value Added ➤ To ensure outcomes at Key Stage 4 are in the top 10% of all schools nationally and students make outstanding progress ➤ To ensure Years 7 & 8 make Outstanding progress ➤ To ensure all groups of students make progress in line with school trends ➤ To co-ordinate and deliver any intervention programmes as needed
Leading and Managing staff	<ul style="list-style-type: none"> ➤ To secure and lead improvement across the Faculty ➤ To develop a collaborative team/s ➤ To provide support, challenge, information and development necessary to sustain motivation and secure excellence in teaching

	<ul style="list-style-type: none"> ➤ Ensuring staff contribute to and implement IEPs ➤ Participation in selection of new staff ➤ To advise on Performance Management Awards ➤ To support and induct new Heads of Department within the Faculty ➤ To ensure Performance Management and CPD is effective ➤ To ensure all staff can analyse and evaluate data ➤ To ensure the effective deployment of HLTAs/TAs/Support staff
Deployment of staff and resources	<ul style="list-style-type: none"> ➤ To identify appropriate resources for the Faculty including those within the community and ensure that they are used efficiently, effectively and safely ➤ To ensure an effective and fair deployment of all staff, teaching and support staff ➤ To be responsible for a high quality learning environment within the Faculty ➤ To ensure the highest standards of Health and Safety in the Faculty
Review and Evaluation	<ul style="list-style-type: none"> ➤ To lead on the review and evaluation of the Science Faculty improvement plan in order to ensure the implementation of the vision and mission statement of the school ➤ To monitor and evaluate the progress and quality of teaching and standards of students achievement within the Faculty and assist in the setting of targets or improvements ➤ To lead the Annual Department Self Review and contribute to the School Evaluation Form ➤ To observe and evaluate the quality of teaching and learning to secure improvement ➤ To effectively use data to raise achievement ➤ To monitor standards of homework and reports across the Faculty
Communication/Administration	<ul style="list-style-type: none"> ➤ To contribute to the school calendar and staff briefing sheet and school newsletter and web site ➤ To monitor the effective update and access to student records, reports, exam results, attendance and behaviour ➤ To ensure the contribution to Curriculum guides for Years 7/8/9 10/11 and Sixth Form flyers/Open Evening ➤ To up-date SLT and Governors on Faculty progress
Parent Partnership and Wide	<ul style="list-style-type: none"> ➤ To develop links with main feeder primary

community developments	<p>schools</p> <ul style="list-style-type: none"> ➤ To develop University links to support transitions to Higher Education ➤ To support school functions ➤ To develop supportive relationships with students, staff, governors, LA, relevant agencies, Wimbledon College and St Philomena's ➤ To develop appropriate links with other schools/business/community to enhance and develop the curriculum
Continual professional development	<ul style="list-style-type: none"> ➤ To be committed to self-review, one's own professional development and the professional development of colleagues ➤ To be responsible for the induction of new staff into the Faculty

Key competencies

Analytical Thinking	➤ Undertakes analysis of very complex problems
Support and Challenge	➤ A commitment to do everything possible for each student and to enable all students to be successful
Developing others	➤ Works to develop the long-term capabilities and potential of others
Drive for improvement	➤ Sets and tackles challenging targets
Impact and influence	➤ The ability and drive to produce positive outcomes by impressing and influencing others.
Initiative	➤ The drive to act now to anticipate and pre-empt events