



JOB DESCRIPTION: Deputy Director of Science

JOB PURPOSE

1. To extend the leadership of the Head teacher.
2. To support the Director in developing an effective, consistent and inspiring faculty
3. To deputise for the Director in Science in their absence

OBJECTIVES

To be accountable for:

- Raising standards of student achievement in Science at KS3
- Fostering students' enjoyment and satisfaction in the study of Science at KS3
- Raising standards of student achievement in Science at KS3

PRINCIPAL RESPONSIBILITY AREAS

A. Teaching and Learning

- A1 Support the Director in raising the quality of teaching and learning in the faculty through leading and supporting the director with CPD for staff, regular monitoring and evaluation, including lesson observation, work scrutiny, SEF, QA, and any other appropriate means.
- A2 Support the Director in planning, monitoring, reviewing and implementing the delivery of an appropriate, personalised curriculum that meets the needs of all learners, supports the school's values and drives forward whole school development priorities.
- A3 Plan, monitor, review and implement schemes of learning ensuring that lesson planning meets the needs of all learners.
- A4 Support the Director in planning, monitoring, reviewing and implementing the delivery of an appropriate, personalised curriculum that builds effectively on KS2 programmes of study and assessment, meets the needs of all learners, supports the school's values and drives forward whole school development priorities.
- A5 Plan, monitor, review and implement schemes of learning at KS3, ensuring that lesson planning meets the needs of all learners.
- A6 Assist the Director in the management of behaviour and its impact on learning.
- A7 Assist the Director in ensuring high standards of learning and behaviour in cover lessons.

B. Achievement and Standards

- B1 Support the Director in monitoring and reporting on standards of attainment of students at KS3, including tracking progress through the use of assessment and regular analysis of data.
- B2 Develop consistent approaches to assessment and ensure they are embedded in practice in KS3.
- B3 Report on the progress of learners to the SLT and Raising Achievement Panel, as required.
- B4 Plan and coordinate intervention activities for students who are underachieving at KS3, under the direction of the Director of Science.
- B5 Ensure that appropriate moderation and standardisation of assessment takes place, so that data is robust KS3 Science.

C. Personal development and well being

- C1 Ensure that appropriate information, advice and guidance is given about the opportunities and progression from KS3 to KS4 e.g. by writing entries in the options booklet.
- C2 Arrange well being activities for faculty.

D. Community

- D1 Lead and support and encourage all activities that give science an increased profile in the school community, such as enrichment activities, open evening, etc
- D2 Develop links with local primary schools and plan enrichment activities for students in KS2

E. Leadership and Management

- E1. Assist the Director in the strategic direction of the subject, in line with whole school priorities, including assisting with the writing, costing and reviewing of development and action plans.
- E2. Assist the Director in monitoring and ensuring the consistent application of whole school policies and systems within the Faculty.
- E3. Lead and support the professional development of NQTs within the subject, in accordance with the school's Induction policy and Local Authority requirements.
- E4. Contribute to the appointment of staff e.g. by observing candidates' lessons or contributing to the interview programme.
- E5. Assist the Director in managing the budget effectively, ensuring that expenditure is linked to raising achievement and strategic priorities.
- E6. Ensure an inspiring and safe learning environment, including having due regard for risk assessment in schemes of learning at KS3
- E7. Assist the Director with the administration of an A level.
- E8. Lead by example, creating a positive ethos and modelling high standards of professional behaviour.

Accountable to: The Headteacher

Line managed/supported by: The Director of Science

**Responsible for the
Performance management of:**

Line management of:

TLR: TLR2 (£4,397)
Last updated: January 2015

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown overleaf will be under the reasonable direction of the Headteacher; and the Headteacher, or other Senior Manager if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and the Dignity at Work Policy.