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| **Post Title:** | Deputy Director of Science |
| **Accountable to:** | Director of Science |
| **TLR:** | 2B |
| **Teaching Commitment:** | 19/25 (in line with timetable requirements) |

**MAIN PURPOSE OF THE ROLE**

* The Deputy Director of Science is responsible for providing professional strategic leadership and daily management of a staff team (both teaching and support) to support the realisation of the vision for the curriculum area under the guidance of the Director of Science and the Associate Headteacher.
* The Deputy Director of Science will meet routinely with the Director of Science and other curriculum leaders to review the performance of the area and can expect to be held accountability for their specific areas of responsibility.
* In addition, the Deputy Director of Science will be expected to meet the generic responsibilities of a teacher as identified in the Teacher Standards.

**Core Accountabilities for Deputy Director of Science**

* Deputise in the absence of the Director of Science for example:
  + Department Handbook
  + Ensure the department is compliant with the EIF
  + Attend line management with the Associate Head and attend leadership meetings
  + Ensure the department is fully staffed
  + Lead on the Quality Assurance of T&L to provide support and challenge for staff
  + Provide data analysis and reporting to governors as required including link governor meetings
  + Input into the SEF and SIP

**Take a lead on Key Stage 4 & 5 to support the Director of Science with:**

* Responsibility for attainment and progress of all students
* Responsibility for strategic development to ensure the faculty is the ‘best’
* Responsibility for staff and staffing, including professional development
* Responsibility for student behaviour and welfare
* Responsibility for resources
* Responsibility for holding other staff within the faculty to account for their responsibilities

**Specific Areas of Responsibility/Tasks**

1. **Responsibility for attainment and progress of Key Stage 4 & 5 students**

* Ensure that the quality of learning is the main focus for all work in the faculty, supporting the implementation of the Key Stage 4 & 5 Science curriculum innovation, improvements to teaching and learning and assessment strategy
* Ensure that targets for student attainment and progress, at Key Stage 4 & 5, are met or exceeded in line with performance indicators (school and national)
* Maintain accurate and comprehensive records of student progress across Key Stage 4 & 5
* Evaluate the standard being achieved by analysing the performance of Key Stage 4 & 5 students and report half-termly to the Director of Science
* Implement Key Stage 4 & 5 support strategies as appropriate to ensure **all** students make at least good progress from their individual starting points
* Ensure that Key stage 4 and 5 assessment procedures in the faculty are robust, follow agreed policy to support student learning and achievement and ensure they are consistently applied by all staff
* Take responsibility for recording and reporting student achievement including the preparation of data for examination and test entries in good time .

1. **Responsibility for strategic development**

* Liaise with Director of Science as agreed to plan and develop Key Stage 4 & 5
* Support the Director of Science with an Annual Review of the quality of the curriculum keeping up to date with evidence based practice and implementing school and national initiatives, where appropriate
* Work with the Director of Science to up-date and publish annually, Key Stage 4 & 5 Schemes of Learning, ensuring appropriate scaffolding of material and resourcing
* Ensure the integration of school policies and priorities into Schemes of Learning and monitor delivery by all staff through robust quality assurance
* Evaluate and report on the impact of all improvement activities on teaching and learning and outcomes within Key Stage 4 and 5.
* Ensure all students have access to an appropriately challenging and supportive enrichment programme.

1. **Responsibility for staff and staffing, including professional development**

* Maintain personal expertise in teaching of Key Stage 4 & 5 and share it with others via departmental CDP
* Ensure you are a curriculum specialist able to offer advice and guidance
* Act as a role model of exceptional classroom practice for other teachers by being effective and pro-active in implementing all aspects of high-quality teaching and learning
* Support the Director of Science to ensure collaborative working within the department
* Support the Director of Science to monitor and evaluate teaching and learning, identifying areas for improvement and provide appropriate developmental feedback
* Plan and implement strategies within Key stage 4 & 5 to improve teaching and learning, where needs are identified
* Support the Director of Science with staff induction and early career teachers within the faculty
* Support the Director of Science with staff absence within the department to ensure that Key Stage 4 & 5 cover work is appropriate to meet the needs of all students and delivered correctly.

1. **Responsibility for student behaviour welfare**

* Ensure that the Key Stage 4 & 5 Science provision is stimulating and engaging to all students and provides for the learning needs of all students through appropriate differentiation / scaffolding
* Liaise with Learning Support to ensure Teaching Assistants are deployed efficiently and resources used effectively in Key Stage 4 & 5
* Maintain a safe and productive learning environment for all students and staff, dealing with discipline issues following the School’s Behaviour for learning and Positive Discipline policy to avoid disruption to learning
* Seek opportunities to develop the behaviour management skills of the staff
* Seek explicit opportunities to celebrate success of students and staff at Key Stage 4 & 5 to build a curriculum team approach
* Instil a sense of pride, worth and achievement
* Model good practice in promoting the school behaviour policy.

1. **Responsibility for resources**

* Ensure that the Science learning environment reflects Key Stages 4&5 ‘best’ work / exemplars / careers to create an effective, stimulating and safe environment for teaching and learning
* Ensure the Key Stage 4 & 5 Science curriculum is fully and effectively resourced.

1. **Additional Leadership responsibilities**

* Participate in the appraisal cycle in line with the School’s Appraisal Policy
* Contribute to the provision of high quality CPD within the department
* Contribute to the implementation and development of departmental policy and practice
* Contribute to the department self-evaluation and improvement priorities to deliver sustainable improvement as directed by the Director of Science.

**Work collaboratively**

* Manage and develop effective working relationships with all stakeholders
* To work with the Headteacher to develop community cohesion at all levels
* Develop greater links with communities and parents, which are creative and innovative, directly raising lifelong learning aspirations and involvement in their children’s learning, in order to raise standards
* Develop greater links with other schools locally, nationally and internationally which impact on standards, ethos and culture.

**Other School responsibilities**

* Display those teacher competencies expected of all staff at Bridlington School with regard to subject knowledge, subject application, assessment, recording and reporting
* Undertake specific, significant roles in the leadership and management of the school
* Develop, organise and hold colleagues accountable in their roles at all levels
* Identify and promote opportunities for sharing good practice in teaching, learning and progress across the school
* Ensure that the management of the school through these designated roles is efficient and effective
* Develop and promote policies and procedures that ensure the school’s distinctive ethos is reflected in all activities
* Promote the school’s ethos and culture to the broader community and beyond
* Represent the school in appropriate forums locally, regionally and/or nationally
* Assume the appropriate level of responsibility for safeguarding and promoting the welfare of children
* Management of funding or budgets related to areas of responsibility
* Other duties that might reasonably be required of a Deputy Director
* The post holder will be expected to work within the schools’ policies and procedures.

The above duties are not exhaustive and the post holder may be required to perform other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

**As a member of staff of Bridlington School**

* Role model appropriate behaviours within a professional environment including conduct, communication and personal appearance
* Role model high levels of literacy and numeracy including modelling appropriate language
* Have high expectations of all students and colleagues
* Aspire to develop your professional skills and qualifications
* Use all forms of social media appropriately
* Take responsibility for the reputational management of school
* Contribute to systems of evaluation and performance of the organisation positively

Your duties may involve access to information of a confidential and sensitive nature which may be covered by Data Protection Act 2018. All employees of the school will be expected to comply with the DPA when handling any personal data. Confidentiality must be maintained at all times. In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people.

This Job Description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties. In addition, you may be expected to take part in any other reasonable duties which may be required.

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| **Employee signature:** |  |
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