

**JOB ROLE:** Director of Science

**PAY BAND:** LPS 10-12

**REPORTS TO:** Designated Member of the SLT Executive Team

Trafalgar School is a vibrant learning community where every member of staff understands the difference that they can make to our students' outcomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the school's professional development.

Trafalgar School and its Governing Body are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

**Key Purposes:**

To lead the faculty to create, maintain and develop the ethos and conditions which enable teachers and relevant support staff to ensure effective learning for all students so that they all make expected or better progress over time.

To be an active member of the wider senior leadership team and work collaboratively with the Curriculum Directors to lead the development of a key strategic area of the school improvement plan decided by the Executive Headteacher.

To provide outreach curriculum school improvement work as directed by the Executive Headteacher.

To lead the development and implementation of a STEM curriculum across both key stages, as part of the wider Personal Development Curriculum offer.

To lead the development and implementation of the Personal Development Curriculum at Trafalgar School, ensuring that all students develop into successful learners, confident individuals and responsible citizens.

To be a tutor and play an active role in the contribution to their House ethos.

To consistently model Trafalgar's expected standards of Teaching and Learning or better, in all areas of their own practice.

**Accountabilities:**

**1. Leading and Managing Policy.**

- a. Shapes and articulates a vision with clarity, inspiring others to generate commitment to common goals and values for the Curriculum area.
- b. Develop and consult on all school aims, policies and objectives.
- c. Carry out faculty self-review, evaluation and development and planning in line with school procedures and drive improvement in line with the school's strategic objectives.
- d. Monitor and maintain an effective policy towards student behaviour, attitude and progress within the faculty.
- e. Ensure that the faculty has an effective policy with regard to Teaching and Learning and Assessment.
- f. Ensure that the faculty has an effective policy with regard to Curriculum which is shared and well understood by all.
- g. Represent or ensure representation of the faculty on relevant committees or working parties within and beyond the school.
- h. Ensure the Behaviour Policy is enacted consistently and fairly across the subject areas.

**2. Leading and Managing Achievement.**

- a. Analyse the performance of students in detail after each data drop and implement appropriate actions to tackle identified areas of underachievement within the Curriculum Area.
- b. Monitor and ensure the continued development and implementation of systems for target setting, tracking student progress and teacher/department interventions to tackle identified underachievement.
- c. Monitor the quality of assessment on a regular basis, ensuring compliance with School and Faculty policy and implementing appropriate actions to ensure the continued drive towards the highest standards of Assessment as an entitlement for every student.
- d. Continually evaluate the effectiveness of the Faculty Curriculum provision to ensure that it is meeting the needs of all groups of learners.
- e. Ensure the TLR holder for Curriculum Enrichment provides a range of stimulating and engaging extra-curricular opportunities, including Inter-House Competitions, clubs and trips to foster high levels of enthusiasm and enjoyment of continued learning in the subject area.
- f. Work with Primary Partner Schools and post-16 providers to ensure students' achievement is maximised at Trafalgar and beyond.

### **3. Leading and Managing Teaching and Learning.**

- a. To work with the Lead Practitioner: Science to ensure all students experience the highest quality of Teaching and Learning across the faculty.
- b. Monitor the quality of Teaching and Learning to ensure that teachers are planning and delivering lessons and curriculum experiences which meet the needs of all students.
- c. Keep up-to-date with developments in their subjects, discussing new material, methods and approaches with colleagues by leading subject specific professional development.
- d. Co-operate with all concerned to promote the welfare of the students.
- e. Develop resourced Schemes of Learning and monitor the impact and effectiveness of them.
- f. Make and monitor judgements about student attainment, progress and personal development. Ensure consistency of judgements through meetings, moderation and standardisation.
- g. Ensure the provision of a range of extra-curricular activities to promote student engagement and motivation and to foster their curiosity and enthusiasm for learning about the subjects.
- h. Build community relationships, working with other interested parties, based on a mutual and collective responsibility to create a high quality learning environment for all.
- i. Work in conjunction with the Student Services Manager to ensure the efficient, cost effective management of all internal and external subject examinations.
- j. Ensure the effective deployment of Support Staff to maximise the impact of their interventions with students within the Subject areas.
- k. Ensure the effective administration and record keeping within the faculty.
- l. Ensure the Curriculum Offer is published on the website and kept up to date.
- m. Establish Student Ambassadors for the subject area and use their feedback to further develop the curriculum and teaching and learning in the faculty.
- n. Maintain regular communication with parents as appropriate for individual or group matters.

### **4. Leading and Managing People.**

- a. Lead the team effectively through all changes, maintaining a balance between Strategic and Operational activities.
- b. Leading and managing staff to achieve sustainable improvement by:
  - Implementing Appraisal for teachers and support staff within their team.
  - Creating the conditions for the team to hold themselves accountable to review their own individual practice through credible and challenging feedback, supportive performance management, meetings and peer collaboration and observation.
  - Monitor the performance of Support Staff working within their faculty.
  - Encourage and support teachers to improve their practice in line with School Improvement Plan objectives.
  - Effective and regular line management with members of the faculty.

- c. Be accountable for staff performance, implementing strategies to support development and maintain high standards.
- d. Provide a programme of induction and support for early career teachers in liaison with the Professional Mentor and Assistant Headteacher: Teaching and Learning.
- e. Be responsible for student teachers within the faculty, providing a programme of support in liaison with the Assistant Headteacher: Teaching and Learning.
- f. Play a full role in the recruitment and retention of staff in the faculty.
- g. Play a full role in ensuring meetings with their Line Manager are productive, developmental and effective in raising standards.
- h. Reporting to the Executive Senior Leadership Team on all aspects of the Faculty as required.
- i. Ensure the setting and delivery of appropriate work for students when their normal teacher is absent.

**5. Leading and Managing Resources.**

- a. Ensure a stimulating working environment for effective learning across the whole Faculty, ensuring the regular update of classroom and corridor displays.
- b. To ensure and be accountable for the efficient management of the departmental budgets and resources.
- c. Ensure that all staff working with the Faculty are informed of any specific Health and Safety matters pertinent to the subject and that appropriate Risk Assessments are carried out.

**6. Additional Duties.**

- a. To participate fully in the delivery of the Personal Development Curriculum, leading events as required.
- b. To represent the school at Local Authority meetings when required.
- c. To represent the school at Governors meetings when required.
- d. To lead staff meetings and INSET as required.
- e. To be an active member of the wider senior leadership team, attending meetings and leading on strategic change.
- f. To ensure that the positive, inclusive and restorative ethos of the school is communicated to and celebrated by all stakeholders.
- g. To take responsibility for your own wellbeing.
- h. To undertake SLT duties, taking Duty Leader responsibilities as required.
- i. At the discretion of the Executive Headteacher, to undertake other activities from time to time agreed to be consistent with the nature of the role.

*This job description is subject to annual review and/or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.*

signed: \_\_\_\_\_

date: \_\_\_\_\_

signed: \_\_\_\_\_

date: \_\_\_\_\_