

Head of Key Stage 3 Science

Accountability

You are accountable to the appropriate Line Deputy for all work undertaken.

Management Responsibilities

*As a middle manager within the Academy to contribute positively towards the Academy's philosophy and ideology.

Curriculum Responsibilities

*To ensure that, in the area of learning for which you have responsibility, Key Stage 3 Science, provision is made for all students to satisfy the requirements of the phase as appropriate.

*To reflect the principles underlying the Academy's curriculum framework in preparing, teaching and developing with others (staff members and partners from industry and commerce) aspects of the curriculum.

*To develop the online curriculum for Key Stage 3 Science ensuring it is line with current specifications and offers engaging material for students.

*To contribute to the departmental development plan under the guidance of Deputy Head

*To be responsible for ensuring that appropriate assessment strategies are implemented for Key Stage 3 Science and are fully understood by parents, students, teachers and external partners. To offer strategies for improvement / new initiatives in relation to Key Stage 3 Science under the guidance of the Deputy Head.

*To act as a team leader in preparing modules for Key Stage 3 Science for the curriculum.

*Administration of internal exams for Key Stage 3 Science.

*To attend Whole School meetings relevant to Key Stage 3 Science.

*Responsibility for internal moderation of assessments in Key Stage 3 Science.

*To liaise with the Inclusion Team regarding students who have additional needs / gifted and talented.

Team Management

*Co-ordinate session planning for Key Stage 3 Science.

*Ensure student routines are maintained by the department (e.g. standard of dress and behaviour)

*Organise teaching areas and ensure venues are kept tidy and resources, equipment and student work are appropriately stored.

*Support and contribute to display for your subject area.

*Support the induction of new staff to the subject area.

Fabric Responsibilities

*To ensure that the spaces for learning given into your care are attractive and well kept. To devise strategies to ensure that the students' work is well displayed and that the area is free from litter and graffiti and conducive to creating a safe and stimulating working environment.

*To ensure all electronic/electrical equipment in subject area teaching venues are switched off at the end of the day.

Community Responsibilities

*To involve industry, parents and educationalists as fully as possible in the life of the Academy to support student development.

Industry & Commerce Responsibilities

*To ensure that contributions to curriculum design and delivery by industrial and commercial partners assigned to you are made within a spirit of full collaboration.

Appraisal Responsibilities

*To be an active participant in, and recipient of, the Academy's appraisal system and, where necessary, re-designation of responsibilities in the interests of the student and staff needs.

Teaching Responsibilities

*To prepare, plan and teach the agreed curriculum for Key Stage 3 Science utilising as fully as possible the Information Technology System available in the Academy.

Pastoral Responsibilities

*As a Personal Tutor to undertake delegated responsibilities for the pastoral care of a group of students, fully implementing the Academy's pastoral philosophy.

Other

*Organisation of setting for Key Stage 3 Science.

*Driving forward the use of ICT in the department for teaching, learning and professional use.

*Meeting with the Curriculum leader for Science to discuss pressing needs on a modular basis.

*Ensure module reports are written in a timely and informative way for Key Stage 3 Science.

*To carry out other reasonable tasks from time to time as directed by the Head.

*To work in accordance with the Academy's safeguarding policy