



SECKFORD
EDUCATION TRUST

**JOB
DESCRIPTION**

Post Title:	SUBJECT LEADER OF SCIENCE	
Post Holder:	[ADD POST HOLDER NAME]	
School:	Beccles Free School	
<p><i>The description of the duties, responsibilities and accountabilities for the post of Subject Leader (Science) at schools within the Trust have been set out in this job description.</i></p>		
Responsibility Areas:	Strategic leadership and management of Science Strategic leadership and management of whole school Science Member of the school's Middle and Extended Leadership Teams	
Accountabilities:	A B C D E	Undertaking responsibilities as a member of the Middle and Extended Leadership Teams of the school. The leadership, day-to-day management and high standards of Subject Leadership in Science along with the setting, development and implementation of policies, plans, targets, practices and procedures related to Subject Leadership within the context of the vision, ethos, aims and goals of the Trust. To lead, develop and enhance the provision of whole school Science to ensure that all teachers are teachers of literacy and all students' progress beyond the expected rate of progress in literacy. To effectively appraise, performance manage, line manage and deploy teaching and support staff as appropriate within the English area. Generic duties relevant to all members of staff.
Accountable to:	Headteacher via the Assistant Headteacher	
Scale / Salary:	£23,729- £39,451 + Middle & Extended Leadership Allowances dependent on experience	
Main Duties:	See over for detailed duties and responsibilities	

Area of Accountability A:

RESPONSIBILITIES AS A MEMBER OF THE MIDDLE / EXTENDED LEADERSHIP TEAMS

To promote the vision and aims of the Seckford Foundation Free Schools Trust.

To provide professional leadership and management to secure:

- improvement in achievement and attainment for all students;
- raising of aspirations and standards of learning and teaching;
- high quality provision of all services;
- effective strategic direction, leadership and management at all levels;
- effective deployment of resources;
- a safe and healthy environment for members of the school community; and
- outstanding levels of compliant behaviour and behaviour for learning.

To directly assist the Headteacher with:

- determining, planning and implementing the direction of whole school issues within Trust frameworks;
- meeting student and staff needs on a day-to-day basis;
- the supervision and control of student behaviour (compliance and behaviour for learning) around school at all times;
- being a presence around school: a role model to all.

Generic expectations of all members of the Leadership Team:

- act with professional integrity at all times;
- notwithstanding issues of confidentiality and tact, act with honesty and transparency with regard to your work;
- identify and improve those areas relevant to your role which need to move from good to outstanding;
- maintain those Trust policies and procedures relevant to your area and update whenever required;
- be present where required at meetings, performances and other functions / events;
- where requested to do so, attend Trust and Local Governing Body meetings to inform trustees of issues related to your role;
- undertake a proactive part in:
 - those activities that are part of the self-evaluation of the school;
 - casual and formal checking of uniform;
 - being a presence around school;
 - appraisal, performance and line management systems;
 - student voice and the 'Young Leaders' scheme.
- set an example in undertaking a regular commitment to duties and the assembly rota;
- work as part of a team, submitting draft proposals and documents for further development by the Leadership Team, and accepting and supporting final Leadership Team decisions;
- with regard to Leadership Team meetings;
 - all members are expected to be punctual to and attend scheduled meetings unless prior agreement for absence has been given by the Principal or Headteacher (or Deputy Headteacher in the absence of either);
 - all members are encouraged to express their views, but are expected to work to the majority decision or the final decision of the Headteacher. A consistent message should be given to staff and students at all times;
 - when requested to do so by the Principal, Headteacher or Deputy Headteacher prepare and present reports on progress / issues related to areas of accountability and responsibility;
 - traverse the conflicting expectations of transparency and confidentiality.

- attendance at Trust Network Meetings during the year;
- at all times work as one team with the staff. Avoid the 'them and us' ethos;
- undertake specific tasks reasonably delegated by the Principal, Headteacher or Deputy Headteacher from time to time.

Area of Accountability B:

LEADERSHIP AND MANAGEMENT OF ENGLISH

- Lead and manage staff and students in your subject area in order to inspire, raise aspirations and achievement and achieve the vision and aims of the Trust;
- Be a role model and outstanding classroom practitioner who consistently demonstrates the highest standards of delivery and progress for students;
- Be aware of and implement all relevant Trust and school policies in your subject area;
- Develop plans for the subject which identify clear targets, timescales and success criteria for its development and / or maintenance in line with the school's Raising Achievement Plan;
- Be responsible for the delivery and success of the Key Stage 3 and 4 schemes of work and curriculum in your subject area;
- Undertake self-evaluation activities in the subject area as outlined in the Trust Self-Evaluation Policy;
- Be responsible for quality control in your subject area by collecting and analysing all data available on student progress in the subject, linking these to the school assessment and reporting calendar and systems;
- Ensure that students show progress through sustained and consistent improvement in their subject knowledge, understanding and skills in relation to prior attainment;
- Use relevant school, county and national data to inform targets for development and further improvement for individuals and groups of students;
- To inform parents / carers, colleagues, Trustees and governors of the progress of students and the work of the subject and ensure that reporting to parents / carers is undertaken on time and in line with school policies and procedures;
- Monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes;
- Ensure students understand the key ideas in the subject at a level appropriate to their age and stage of development;
- Set high standards for the compliant behaviour and behaviour for learning of students and provide 'front line' support to subject staff in all disciplinary matters in line with the Trust Behaviour Policy;
- Work closely with the Inclusion Team on matters concerning students who are identified as being part of a significant or vulnerable group or group with identified needs and the effective deployment of HLTAs, TAs and with IEPs;
- Liaise with parents / carers and outside agencies as and when appropriate to meet student needs;
- Play a leading role in the Continuing Professional Development of staff in your subject area and be accountable for the dissemination of training to members of the department;
- Run effective subject meetings and encourage the involvement of the team of subject staff in discussions concerning subject delivery and organisation, and provide the Headteacher, Assistant Headteacher (Learning and Teaching) and your line manager (if not one of those members of the SLT) with copies of the minutes of these meetings;
- Be accountable for the subject budget and the appropriate and judicious expenditure of subject allowances, ensuring that any given budget is not exceeded;
- Prepare when requested, a budget plan for the future requirements of the subject;
- Make recommendations on the timetable to the Assistant Headteacher;
- Advise the Headteacher, and be involved in, the recruitment and appointment of staff to the subject area;
- Attend Leadership Team and Middle Leadership Team meetings and ensure the content and

outcomes of the meetings are reported back where relevant, to subject staff;

- To take lead, when appropriate, in the development of extra-curricular activities and the Enrichment programme in school;
- Be aware of and ensure that the school is meeting the 'good' and 'outstanding' criteria in the Ofsted Evaluation Schedule;
- Make the necessary examination entries for your subject areas with the Examinations Officer;
- Ensuring adherence to the Trust Homework Policy and undertake regular monitoring of the homework provision in your subject area;
- Prepare for and attend a yearly 'Subject Leader Interview' with Senior Leaders to assess progress of students in your subject area;
- Share good practice across the school and Trust;
- Take responsibility for the well-being of all staff and pastoral care of students in your subject area;
- Ensure an appropriate induction programme for new staff into your subject area and excellent support for those members of staff who may teach in the subject area as part of their teaching duties and who may be non-specialist.

Area of Accountability C:

LEADERSHIP AND MANAGEMENT OF WHOLE SCHOOL LITERACY

- Lead the implementation of whole school literacy to ensure this raises the achievement and progress of all students across the school;
- Work with the Middle Leadership Team to ensure that literacy is embedded across all subjects and in all learning and teaching and is exemplified in schemes of work;
- Contribute to the literacy resources available via the Trust ICT system to ensure all resources are available to all staff in the school and across the Trust;
- Plan, implement and evaluate the training of staff so that all teachers are capable of dealing with the literacy issues that impact upon standards in their subjects. This will include whole school INSET and bespoke training for subject areas and support staff working across the Trust where necessary;
- Raise the profile of the implicit and explicit teaching of literacy skills throughout all subjects to ensure the effective development of individual and collaborative study skills which are necessary for students to become increasingly independent learners in and out of school and which allow the transfer of skills between subjects;
- Promote the transformation of learning in the classroom by ensuring that the development of literacy skills is a central part of lesson planning and classroom delivery;
- Support all subject areas in the implementation of strategies to improve literacy;
- Quality assure the progress of the implementation of whole school literacy through self-evaluation practices outlined in the Trust Self-Evaluation Policy;
- Co-ordinate priorities for the training of staff, resources and delivery of literacy across the curriculum;
- Ensure communication with all internal and external stakeholders about strategies that are being implemented to improve literacy;
- Attend Trust and Local Governing Body meetings where requested to do so to inform trustees of issues related to your role;
- Devise systems to assess the standards of students' literacy across the curriculum. Implement these systems and monitor the progress of all groups and sub-groups of students;
- Liaise with the Inclusion Leader to manage literacy intervention across the curriculum;
- Work with parents / carers to enable them to support their child(ren) with improving their literacy from home;
- Raising the awareness of, and participation by students, in national and local literacy events;
- Monitoring on an annual basis the impact of the whole school literacy programme on the overall results of students;
- Work with the Subject Leader for Maths and Numeracy to ensure that there is no duplication of

work towards the implementation of literacy and numeracy across the school with any stakeholders.

Area of Accountability D:

APPRAISAL, PERFORMANCE AND LINE MANAGEMENT

- To act as line manager for teaching and support staff where relevant to your subject area or wider leadership responsibilities as a member of the Extended Leadership Team, undertaking performance management reviews yearly in conjunction with the Trust's policies and procedures;
- Ensure all members of staff for whom you are accountable have clear targets for personal and professional progression in their work and know how their progress towards those targets will be assessed (in line with Trust policies);
- Review the job descriptions for teaching and support staff when requested by the Principal or Headteacher;
- Undertake regular evaluation of staff progress towards agreed improvement objectives through the Trust's appraisal, performance management and line management policies, practices and procedures;
- Utilise the Trust's observation procedures to monitor pastoral care, behaviour for learning, practice of staff and students, and follow up observations with a discussion on progress and areas for improvement;
- Contribute positively to your own appraisal, performance management and line management.

Area of Accountability E:

GENERIC DUTIES RELEVANT TO ALL MEMBERS OF STAFF

The Trust

The ethos of the Trust is founded on the "6C's to Success" (Co-operation, Commitment, Confidence, Community, Challenge and Celebration). All staff are expected to promote and utilise this model in everything that they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust vision and aims. All staff should act with professional integrity at all times, following the Trust 'Code of Conduct for Staff'.

Learning and Teaching

This is our core business and therefore is an absolute priority. Along with your own subject area, you are also a teacher of literacy and numeracy under the direction of the Subject Leaders for English and Maths as members of the Leadership Team.

You will be expected to contribute to the teaching load of the school when required. All staff are expected to contribute to the Enrichment programme of the school.

Use of ICT

It is expected that all teaching and support staff follow the ICT Vision of the Seckford Foundation Free Schools Trust.

All teaching staff will be expected to ensure that all students leave the school with transferable ICT skills, knowledgeable in developing technologies and equipped for the next stage of their education or work life. ICT must be used creatively to inspire and motivate students where it is relevant to do so.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure they follow Trust policies with regard to professional conduct when using ICT systems.

Data Protection

It is essential when working with computerised systems that you are completely aware of your responsibilities at all times under the Data protection Act 1984 (as amended) for the security, accuracy, and significance of personal data held on such systems.

Health and Safety

Employees are required to work in compliance with the schools' Health and Safety policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the school.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environments, including information, training and supervision necessary to accomplish those goals.

Code of Conduct

Every member of staff, regardless of whether teaching or support must meet the expectations of them as outlined in the Trust's 'Code of Conduct for Staff'.

British Values

Every member of staff, regardless of whether teaching or support, must follow the Trust's 'Code of Conduct for Staff' and the DfE's Teachers' Standards document, specifically with reference to:

- showing tolerance of and respect for the rights of others;
- promoting fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;
- not undermining or allowing anyone else to undermine those values.

Political Views

All staff are expected to ensure that where political issues are brought to the attention of students, reasonably practicable steps have been taken to offer a balanced presentation of opposing views to students at any time where they have been presented in school or any learning activity, during enrichment or extra-curricular activities or through the distribution of material promoting any of these activities.

Safeguarding

The Seckford Foundation Free Schools Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Seckford Foundation Free Schools Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Senior Designated Person (SDP).

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.

Statement on Pay, Rewards and Working Hours

The Seckford Foundation Free Schools Trust has been established to provide “*a foundation for life*” for students in our Free Schools. Through this vision our young people will be equipped both intellectually and socially to take their place in society as valued, economically viable and responsible citizens. Our students will leave our Free Schools empowered as independent, co-operative, innovative and motivated young adults with the skills for and love of learning for life.

Critical to achieving this vision is the highest quality teaching and support staff in all of our schools. The Seckford Foundation Free School Trust recognises that it is important that all of our staff feel appropriately valued for the contribution they make to students’ lives and the achievement of the vision. Therefore, it is important that good and outstanding performance is rewarded accordingly.

The Seckford Foundation Free School Trust is seeking to maximise opportunities for young people through the increased flexibility the autonomy afforded to the schools within the Trust allows. It is expected that all staff contribute to the wider enrichment aspects of the school.

A detailed Remuneration Policy is available on request.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust, Principal and / or Headteacher. This job description will be reviewed annually and is an integral part of the Appraisal, Performance Management and Line Management process.

SIGNED (Staff)

DATE

SIGNED (Trust)

DATE
