



JOB DESCRIPTION

SCHOOL: St Gregory's Catholic High School

POST DETAILS

Job Title: Lead Teacher of Specific Science Subject Specialism (either Biology, Chemistry or Physics)

Grade: TLR 2A

Directly Responsible To: Subject leader of Science
Deputy Headteacher (Teaching and Learning)
SLT subject link

Primary Purpose and Scope of the Job:

To work with the subject leader to improve pupil progress and attainment in specific Science specialism; to narrow the gap between groups of pupils with disadvantaged pupils being the significant priority. To plan and develop the schemes of learning for specific Science specialism. To support the subject leader with the day to day management of the subject. To be responsible for staff development and support with the subject area including addressing teaching development and behaviour matters with the allocated subject of which you are responsible for.

IMPROVE PUPIL PROGRESS AND ATTAINMENT IN SPECIFIC SUBJECT SPECIALISM

In order to achieve this they will:

- 1 Take responsibility as directed by the subject leader for a specific Science specialism
- 2 Work with the subject leader in the development of schemes of learning that ensure effective implementation of the department's curriculum intent
- 3 Support the subject leader (who will make the final decision) with timetabling aspects of the associated specialism, both in pupil setting and staff allocation to classes
- 4 Use data to track, monitor and implement intervention strategies to address pupil progress – with specific priority for disadvantaged pupils
- 5 Support the subject leader on all aspects of curriculum development and planning
- 6 Contribute to the leadership of the faculty planning, monitoring, evaluation and intervention, including the assessment calendar, development plan and SEF
- 7 Support the subject leader when and where appropriate as directed by the senior link to the subject area
- 8 Act as a role model as a TLR leader in the school
- 9 To analyse and evaluate pupil tracking data
- 10 To identify, implement, monitor and review appropriate intervention strategies to address underachievement with additonality provided to vulnerable pupils to accelerate their progress

- 11 Assist in production of reports on examination performance, including the use of progress data and attend relevant pupil progress panels to support pupil progress
- 12 Ensure that all members of the faculty are familiar with the aim and development plan priorities
- 13 Ensure effective communication/consultation as appropriate with parents of pupils
- 14 Monitor standards of behaviour in relevant subject area and support colleagues in managing and addressing behavioural incidences, also including the use of rewards.

a) Strategic development

In order to achieve this they will:

- 15 **Meet regularly (at least weekly) with the subject leader to agree priorities and actions for the week ahead**
- 16 Assist in monitoring and follow up pupil progress
- 17 Work with colleagues to formulate priorities and development plans for the faculty which support school and faculty priorities
- 18 Attend Middle Leader meetings to contribute to the strategic development of the department and whole school quality of education

b) Leading and Managing staff

In order to achieve this they will:

- 19 Work with the subject leader to ensure staff development needs are identified and appropriate CPD is put in place to meet needs
- 20 Where appropriate lead on subject specific CPD within the department to enhance implementation of quality first teaching, including informal support plans
- 21 Contribute to the appraisal process and to act as reviewer for staff as required
- 22 Promote teamwork and motivate staff to ensure effective working relations
- 23 Assist in the interview process for teaching posts when required and to support effective induction of new staff in line with school procedures
- 24 Participate in the schools ITT programme and support and mentor ECT staff where directed
- 25 Where appropriate coach identified colleagues within the department to support effective implementation of the curriculum

c) Effective and efficient quality assurance

In order to achieve this they will:

- 26 Ensure effective monitoring, evaluation and review
- 27 Assist in setting of targets within the faculty and to work towards their achievement
- 28 Contribute to the school procedures for lesson observation
- 29 Help to ensure that the curriculum area meets school standards and follows school systems
- 30 Support with quality assuring the quality of education within the department through learning walks for key cohorts, work scrutiny and pupil voice

d) Effective and efficient deployment of staff and resources

In order to achieve this they will:

- 31 Assist in identification of resource needs and to contribute to efficient/effective use of physical resources
- 32 To cooperate with other faculties to ensure a sharing and effective use of resources to the benefit of the school and pupils

AT SCHOOL LEVEL

This will require:

- 33 Establishing and maintaining effective working relationships with professional colleagues and other subject leaders to develop cross curricular links and creative approaches to learning
- 34 Establishing effective relationships with parents and inform them of developments and practices relating to the teaching and learning of your subject
- 35 Participation in meetings, in particular middle leader meetings and subject team meetings with professional colleagues and parents in respect of the duties and responsibilities of the post
- 36 Playing a full part, in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example
- 37 Undertake any other duty specified by the Headteacher not mentioned in this job description

THIS IS TO ENSURE IMPROVED PUPIL OUTCOMES

- To raise achievement in the specific subject specialism
- To ensure that disadvantaged groups are prioritised

REVIEW ARRANGEMENTS

The details contained in this Job Description reflect the content of the job at the date it was prepared, it is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder’s professional responsibilities and duties. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Job Description revised: **September 2023**

Revised by: Headteacher

Postholder:

Signed:

Date: