

# Second in Science

<b>Job Role:</b>	Second in Science
<b>Location:</b>	Hope Academy, Ashton Road, Newton-le-Willows, WA12 0AQ
<b>Salary:</b>	Leadership L4-8
<b>Contract:</b>	Permanent, Term Time + 5 INSET days
<b>Reports to:</b>	Head of Science

## Job Focus

To lead and promote the academy ethos, vision and mission within the department. To lead, facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students. To lead on and make a positive contribution to the spiritual, moral social and cultural development of students within the department.

## Key Responsibilities

All staff at Hope Academy should actively follow and promote the mission, policies and standards of the academy which require:

- Supporting the ethos of the academy which enables students to experience, develop and practise Christian values and living.
- Be fully committed to raising standards and improving the life chances of all students.
- Create a culture which celebrates the positive and encourages all kinds of achievement.
- Ensure good communication and working partnership with others.
- Support a caring and compassionate community, through being aware and responding to the needs of others.
- Promote a happy, stimulating and ordered environment within which children can grow, develop and thrive according to the needs of others.
- Be committed to high standards of professional co-operation and integrity.

## Duties & Responsibilities

To lead on and have responsibility for:

- Ensuring there is high quality teaching and learning within the department. To monitor the quality of teaching and learning and provide the necessary support to ensure that all teachers are achieving the required standard appropriate to their career stage.
- Ensuring there is an appropriate curriculum for all students.
- Implementing differentiation into schemes of work that allows all students to achieve their potential.
- Appropriate assessments within the schemes of work to ensure the tracking and monitoring of student progress against individual, class and departmental targets.
- Managing the departmental tracking system ensuring that all students are working towards achieving their targets.
- Improving the quality of teaching and learning through curriculum development.
- Ensuring there is consistency and standardisation of all assessments.
- Ensuring there is appropriate intervention for any student that is not on target.
- Leading and managing departmental self-evaluation in accordance with the academy policy and guidance.
- Writing, implementing and reviewing a departmental plan in line with the whole academy development plan.

- Deploying all resources appropriately to ensure the best value for money and in line with the requirements of the departmental development plan.
- Planning, implementing and reviewing intervention strategies for students who are underachieving or in need of additional support.
- Planning for and attending line management meetings.
- Leading on monitoring of reports to parents/carers and ensure there is effective communication with parents/carers.
- Managing ECTs within the department.
- Planning, preparing for and attending all relevant meetings.
- Producing reports for LAC meetings and SLT as requested.
- Managing the setting of cover work for absent colleagues.
- Undertaking appraisal reviews of colleagues in accordance with the academy policy.
- Attending and delivering relevant INSET and training.

### **Teaching & Learning**

Teaching and Learning is at the heart of the Academy's activities. The Second in Department, will support the culture and the quality of teaching and learning in the curriculum area and in raising and maintaining overall standards.

- Ensure progression and continuity in learning by supporting colleagues in choosing the appropriate sequence of teaching and setting clear learning objectives through an agreed scheme of work, developed in line with the Academy policies and procedures.
- Establish clear targets for achievement in the subject/s and evaluate progress through the use of appropriate assessments, records and regular analysis of data.
- Ensure an appropriate and up to date range of teaching and learning strategies are adopted within the subject teams through sharing good practice and advising on and monitoring classroom practice.
- Evaluate the teaching and learning of the subject by the monitoring of teachers' plans, through lesson observation and work scrutiny analysis.
- Identify effective practice and areas for improvement and take appropriate action to improve further the quality of teaching.
- Ensure there is appropriate assessment of learning and progress.
- Ensure staff use resources effectively particularly the use of new learning technologies.
- Ensure Academy policy and any statutory instruments relating to the curriculum are observed for the subject/s in the area.
- Initiate and lead curriculum evaluation and innovation within the curriculum area in line with Academy policy.
- Contribute to cross-curricular themes and dimensions of learning as appropriate and providing relevant units or components of work to other curricular areas as may be required.
- Ensure differentiated schemes of work re produced by the subject/s within the area and disseminated.
- Promote good conduct and behaviour of students within the curriculum area.
- Monitor the individual progress of students in the curriculum area and ensure effective intervention.
- Develop and follow assessment and target setting policies in line with Academy policy.
- Advise on the aptitude and ability of students with regard to setting and other forms of learning organisation, subject options, external exams and transition to post-16 courses.

### **Managing Staff**

The Second in Department will support and line manage designated staff and will keep up to date with developments in the subject areas and provide specialist advice.

- Enable all teachers to achieve expertise in planning and teaching the subject through support, example and providing high quality professional development opportunities.
- Organise and deliver staff development programmes.
- Demonstrate and excellent ability to advise and support other teachers.

- Provide clear feedback, good support and sound advice to others.
- Provide examples of best practice, coaching and training to help others become more effective in their teaching.
- Help others to evaluate the impact of their teaching on raising students' achievement.
- Address appropriately the underperformance of staff within the curriculum area and keep SLT fully informed.
- Undertake the performance management of staff in line with the Academy policy.
- Advise SLT on staffing issues, particularly the distribution of teachers to classes.
- Ensure good delegation enabling the effective contribution of all staff to the work of the area.
- Advise the Principal regarding recruiting, advertising and appointing of new staff.
- Ensure effective induction of ECTs and other staff new to the area.
- Ensure participation and engagement in Academy ECT programmes in line with Academy policies and procedures.
- Monitor the attendance and punctuality of staff and take action where necessary.
- Undertake return to work interviews.
- Review job descriptions as required and at least every two years.
- Ensure educational priorities are supported through good financial management of budgets.
- Ensure the effective and efficient acquisition and deployment of resources adopting best value principles.

### **General Responsibilities**

- Undertake a specified timetable of teaching in line with Academy policies and standards.
- To provide leadership that creates a supportive, innovative and high challenge culture.
- To implement strategies for continued improvement, celebrate success and challenge under performance.
- To contribute to the effective operation of the Academy, including attendance at meetings, events and activities as required.
- To engage in continuous professional development and networking.
- To pursue and promote the achievement of equality of opportunity throughout the Academy's activities.
- To maintain effective relationships with external agencies and associated schools and represent the Academy at external meetings.
- To lead and chair designated meetings ensuring effective communication, consultation and delegation.
- To manage resources creatively, effectively and efficiently to meet the priorities of the Academy.
- To play an integral role in the extra-curricular provision of the faculty.
- Work to ensure the health, safety and welfare of staff and students.

### **Safeguarding**

- Understand and adhere to the academy's Child Protection and Safeguarding Policy and the DfE's guidance 'Keeping Children Safe in Education'.
- Ensure awareness of the statutory obligations the academy has towards safeguarding students.
- Be aware of indicators of safeguarding and child protection concerns.
- Escalate safeguarding concerns about students to the DSL immediately.
- Understand the limits of confidentiality, e.g. in the case of a safeguarding concern where information must be reported to the DSL or external agencies.

### **Corporate responsibilities**

- Pursue and promote the achievement and integration of diversity and equality of opportunity throughout the academy's activities.
- Plan, monitor and review health and safety within areas of personal control.

- Participate in the academy's performance management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Undertake other such reasonable duties as may be required from time to time and to annually review the role and responsibilities.

**Additional Notes**

- All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.
- This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.
- The job purpose and key statements remain indicative and by no means exclusive – given the evolving needs of the academy, flexibility among staff is very important.
- The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- A DBS certificate will be required on successful application to a position at the academy.

## Person Specification

Qualification and development	Essential	Desirable	Source
Degree & PGCE (or equivalent teaching qualification)	E		A/I
Evidence of recent and relevant continuing professional development	E		A/I
Safeguarding training or a willingness to complete safeguarding training	E		A/I
Further completed professional study		D	A/I
Leadership	Essential	Desirable	Source
Be fully committed to the vision of the academy and promote its aims positively	E		A/I
To be fully committed to achieving the highest of standards and best practice across all aspects of the academy	E		A/I
To be fully committed to raising standards and able to adopt and promote a forward thinking and innovative approach to development.	E		A/I
Evidence of leading on an initiative which has led to raising standards and sustained improvement.	E		A/I
Evidence of successful experience at middle leadership level.	E		A/I
Working in a role with leadership responsibilities		D	A/I
Recent professional experience	Essential	Desirable	Source
Recent experience of working at middle leadership within a secondary school.	E		A/I
Evidence of implementing and managing change at whole school or middle management level	E		A/I
Evidence of leading a significant change at middle leadership level and securing improvement.	E		A/I
Experience of leading on a curriculum development initiative.	E		A/I
Experience of undertaking school self-evaluation processes	E		A/I
Evidence of identifying priorities and implementing an improvement plan.	E		A/I
Experience of managing a school budget or cost centre.	E		A/I
Successfully leading and managing a team.	E		A/I
Experience of a successful OFSTED inspection.		D	A/I
Experience of delivering training and development programmes to staff.		D	A/I
Evidence of leading significant aspects of whole school development and securing improvement.		D	A/I
Experience of undertaking whole school self-evaluation processes.		D	A/I
Working in partnership with other educational institutions or agencies.		D	A/I
Evidence of highly successful experience teaching across the age ability ranges 11-16.		D	A/I
Knowledge and skills	Essential	Desirable	Source
An excellent understanding of whole school behaviour strategies.	E		A/I
An excellent knowledge of up to date classroom pedagogy.	E		A/I

An understanding of the collection and use of data to inform targets and priorities, leading to improved outcomes.	E		A/I
Knowledge of curriculum developments at national level, and the ability to communicate and implement changes associated with these developments.	E		A/I
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
High level ICT skills.	E		A/I
High level of communication and interpersonal skills.	E		A/I
Evidence of high level teaching skills.	E		A/I
Be a good role model to staff: flexible, aspirational, enthusiastic, reliable and committed.	E		A/I
Able to prioritise and manage own time effectively.	E		A/I
Adopts a collegiate and collaborative approach to leadership.	E		A/I
Good emotional intelligence.	E		A/I
A personal commitment to on-going professional development.	E		A/I

This job profile remains indicative and by no means exclusive. Given the evolving needs of the Academy, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Check.

The Trust is an equal opportunities employer.