



New-Bridge Integrated College

Job Description

Post: Head of Science
Responsible to: Vice Principal Curriculum

We are looking for a Head of Department:

1. To lead and manage the subject area.
2. To design an engaging and challenging Science curriculum that enables **all students** to enjoy the subject and achieve at the highest level, supported by detailed schemes of work which ensure consistency and coherence across Science teaching – KS3, KS4 and Post 16.
3. To ensure that Department teaching areas present a lively and conducive atmosphere for learning.
4. To ensure that strategies are in place to maximise levels of attainment in Science for all students.
5. To develop and enhance the practice of other members of staff in the subject area.
6. To contribute to the strategic leadership of the school, developing, implementing and evaluating systems, policies and procedures.
7. To keep up to date with developments in the subject area at each key stage and teaching practice and pedagogy
8. To play an active role in Science teacher networks within the Banbridge Area Learning Community at primary and post-primary level.
9. Promote a positive image of the Science subject through maximising primary links.
10. To organise effective team meetings with relevant agendas centred on teaching and learning and raising attainment.
11. To be responsible for the Department Budget ensuring the department is properly resourced.
12. To be responsible for internal and external examinations relating to Science.
13. To analyse departmental outcomes in line with NI Benchmarking data.

Teaching and Learning

1. To maintain a teaching timetable, modelling outstanding practice in terms of classroom teaching, management, preparation, marking and assessment.
2. To teach and model the delivery of outstanding lessons that motivate and inspire students, equipping them with the knowledge and skills needed to achieve at the highest levels.
3. To ensure that a range of enrichment and extension activities are offered to and taken up by students to enhance their love of the subject through STEM initiatives eg school visits, competitions
4. To ensure that Key Science events in the calendar eg National Science Week is promoted at whole school level.
5. To promote the development and progression of Thinking Skills/Personal Capabilities and Assessment for Learning Strategies.
6. To ensure that all staff have short, medium and long term plans to deliver highly effective lessons and schemes of work.
7. To liaise with all appropriate personnel regarding support for student progress., including SENCO.

Monitoring, Assessment, Recording, Reporting and Accountability

1. To be accountable for student progress and attainment levels within the subject area.
2. To set, oversee and evaluate regular, relevant and diagnostic assessments for students ensuring that they are carried out consistently by all subject staff and standardised /moderated thoroughly.
3. To ensure that all student data is understood, interpreted and utilised by all subject staff to modify planning and personalise support.
4. To ensure that all subject staff are marking, assessing and providing feedback in line with best practice and school policy at all times.
5. To monitor the effectiveness of teaching and learning within the subject area, through gathering of First Hand Evidence.
6. To promote a culture of self-evaluation throughout the science department
7. To ensure reports are produced as required on student attainment and progress and monitor quality of reports across the department.