

## NORTH GOSFORTH ACADEMY

### JOB DESCRIPTION

<b>POST TITLE:</b>	Assistant Curriculum Leader of Science
<b>PAYSCALE:</b>	Main/Upper payscale with TLR 2a
<b>RESPONSIBLE TO:</b>	Curriculum Leader of Science
<b>JOB PURPOSE:</b>	To be accountable for learner achievement within Science by taking a lead in teaching and learning, and contribute to the overall development and management of Science

#### MAIN RESPONSIBILITIES:

The following list is typical of the level of duties which the post-holder could be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

#### Lead Teaching and Learning Responsibilities:

- 1 Lead learning within designated areas of Science, implementing assessment strategies, data analysis and appropriate intervention programmes to ensure that identified standards of learner achievement are met.
- 2 Lead, develop and enhance the teaching and student development practice of others through monitoring/evaluation and promoting improvement strategies to secure effective teaching and learning and management of learners.
- 3 Lead, manage and develop the provision of programmes/activities that match learner aspirations and potential, and achieve excellence for learners within Science.
- 4 Assist in the development of new courses, including attending exam board meetings and feeding back to the department.
- 5 Help to facilitate an ethos within the team which encourages staff to work collaboratively, share knowledge and understanding, celebrate achievements and accept responsibility for outcomes.
- 6 Ensure that Health and Safety policies and practices, including Risk Assessments, are carried out in-line with national requirements.
- 7 Contribute to SEF procedures and development planning within Science.

### **Generic Responsibilities:**

- 8 Create and manage a learning environment and achieve a supportive culture and behaviour management strategy which enable learners to achieve their potential.
- 9 Contribute to the monitoring and development of Science and student development across the curriculum to ensure suitable opportunities are provided for learner aspirations to be met.
- 10 Plan effectively in the short-, medium- and long-term and prepare lessons to ensure coverage of the curriculum and the differentiated needs of learners are met.
- 11 Apply a range of teaching and learning strategies, including implementing inclusive practices, to ensure that the diverse needs of learners are met and excellence and enjoyment is achieved.
- 12 Assess, record and report on the development and progress of learners, develop and maintain Individual Learning Plans for a group of students and analyse relevant data to promote the highest possible aspirations for learners, targeting expectations and actions to raise learners' achievements.
- 13 Demonstrate ongoing development and application of teaching expertise, subject specialism and phase knowledge to enrich the learning experience within and beyond the teacher's assigned classes or groups of learners.
- 14 Work collaboratively within and beyond the classroom with support staff (including directing their day-to-day work), teachers, other professionals, parents, agencies and communities, to enhance teaching and learning and promote the positive contribution and well-being of learners.
- 15 Contribute to the development and application of priorities, policies and activities in order to enable the achievement of whole school aims.
- 16 Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.
- 17 Take responsibility for a tutor group and to contribute to the development of citizenship / Ethics and the Guidance Programme

### **Specific Responsibilities:**

- 18 Leading elements of KS3 and KS4 provision to be negotiated in line with the strengths of the successful candidate