

Job Description

Post Title:	Assistant Director of Learning and Standards – Science (KS3)
TLR :	Level dependent on experience
Purpose:	<ul style="list-style-type: none"> To support the Director of Learning and Standards with all aspects of leading Science at Ipsley To raise standards of student attainment and achievement within the specific area of Science and to monitor and support student progress. To be accountable for student progress and development within the specific subject area as required. To develop and enhance the teaching practice of others within the Science team To be accountable for leading and developing the subject/curriculum area as required. To support the RSA principles of social justice and achievement for all To support the Christian ethos at Ipsley CE RSA Academy
Reporting to:	Director of Learning and Standards of Science / Assistant Principal at Ipsley
Liaising with:	DLS/SLT link, relevant staff with cross-school responsibilities, relevant non-teaching support staff, parents.
Working Time:	195 days per year. Full time
Disclosure level	Enhanced
MAIN (CORE) DUTIES	
Curriculum Provision:	<ul style="list-style-type: none"> To liaise with the Assistant Principal and Director of Learning and Standards to ensure the delivery of an appropriate, comprehensive and high quality curriculum programme which complements the School Improvement Plan/School Evaluation. To assist with the development and delivery of Science within and beyond lessons. To use data effectively to identify pupils who are underachieving in the subject and, where necessary, create and implement effective plans of action to support those pupils. To ensure that the KS3 curriculum builds on the KS2 science curriculum
Curriculum Development:	<ul style="list-style-type: none"> To assist with and lead specific curriculum development for the whole department. To keep up to date with national developments in the subject area and teaching practice and methodology. To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. To establish a clear, shared understanding of the importance and role of the subject in contributing to pupils' spiritual, moral, cultural, mental and physical development.
Staffing Staff Development:	<ul style="list-style-type: none"> To work with the Director of Learning and Standards to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. To coach colleagues as needed to improve the quality of teaching and learning in support of the school T&L policy. To support KS2 colleagues with science subject knowledge development via CPD and liaison with KS2 Curriculum Leader To undertake Performance Management Review(s) and to act as reviewer for a group of staff within a designated area of the department.
Recruitment/	

Deployment of Staff	<ul style="list-style-type: none"> To assist the Director of Learning and Standards in making appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Learning Supervisor/relevant staff to secure appropriate cover within the department. To participate in the school's ITT programme.
Quality Assurance:	<ul style="list-style-type: none"> To support the effective operation of school quality assurance systems. To contribute to the school procedures for lesson observation. To monitor and evaluate the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria. To lead and implement modification and improvement where required.
Management of Information:	<ul style="list-style-type: none"> To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system. To make use of analysis and evaluate performance data provided. In conjunction with the relevant Director of Learning and Standards, to assist in the collection of departmental data.
Communications:	<ul style="list-style-type: none"> To ensure effective communication/consultation as appropriate with the parents of students. To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies as necessary. To represent the department's views as necessary.
Student Support:	<ul style="list-style-type: none"> To lead in monitoring and supporting the overall progress, performance and development of students within the department. To support the whole school monitoring and support of students progress within and beyond Science.
Teaching:	<ul style="list-style-type: none"> To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Additional Duties:	<ul style="list-style-type: none"> To further develop the intervention and enrichment programme with school senior leaders. To ensure that pupils are able to develop a passion for Science with links to career pathways and opportunities To encourage participation, competition and coaching opportunities. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.

The above duties are in addition to the MPS teacher job description, and those laid out in the professional standards and as outlined by STPCD.

Other Specific Duties:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

May 2019