

## St Cedd's School



### Job Description

<b>Job Title:</b>	<b>Head of Subject</b>
<b>Subject:</b>	<b>Science</b>
<b>Responsible to:</b>	<b>Head of Academic</b>

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#### Role of the Subject Co-ordinator/Head of Department:

- To be responsible to the Head of Academic for the co-ordination of all Science work within the school (EYFS – Year 6).
- To be responsible for writing and publishing policy in Science in consultation with the Head of Academic and the Head.
- To be responsible for providing guidance through schemes of work for Science and assisting staff with their planning and delivery of the subject if taught by a Form Teacher.
- To be responsible for monitoring and evaluating the implementation of the Science Curriculum and the agreed policy of the school.
- To control, evaluate and requisition materials and equipment for the teaching of Science within the confines of the school budget.
- To attend INSET courses and be involved in the provision of school-based INSET for the teaching of Science.
- To liaise with other schools and agencies so ensuring up to date knowledge of current developments with regard to good primary practice in Science.
- To promote parental interest and understanding.
- To report to meetings of the Head on matters related to the development of Science within the school curriculum.
- To be responsible for monitoring/evaluating/disseminating policy/advice/support for health and safety issues relating to Science.

- To contribute to the development and / or implementation of school policies. Use the performance management process to enhance professional practice in line with the school's aspirations and priorities.
- To have lead responsibility for the Subject Development Plan which should identify clear targets and success criteria for its development and / or maintenance of the subject.
- To promote the wider aspirations and values of the school.
- To monitor homework activities and support extra-curricular learning opportunities.

**Other Professional Requirements:**

- To have a working knowledge of teachers' professional standards and duties.
- To operate at all times within the stated policies and practices of the school.
- To maintain an up to date knowledge of good practice in teaching techniques.
- To take account of wider curriculum developments.
- To undertake professional development, and encourage teachers of the subject to seek out opportunities for professional development, to enhance teaching of the subject and advance pupils' learning.

Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Head of Academic and Head to undertake work of a similar level that is not specified in this job description.