

MATRIX ACADEMY TRUST

Job Description – Director of Science (TLR 1C)

Reports to:	Member of Leadership
Key Responsibilities	<ul style="list-style-type: none"> • To raise achievement in the subject areas and to monitor and support student progress • To develop and enhance the teaching practice of others • To ensure the provision of high quality teaching for all students • To track pupils' attainment and to be accountable for delivering outstanding results • Work effectively with Subject Lead(s) to ensure coordinated, high quality leadership and management • To effectively lead, manage and deploy teaching staff to support effective teaching and high standards.
Liaising with:	Leadership Team, Directors of Learning
Strategic Planning	<ul style="list-style-type: none"> • To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department. • The day-to-day management of staff and physical resources. • To actively monitor pupil progress • To implement School Policies and Procedures on Raising Achievement • To work with colleagues to formulate plans for the department • To ensure that Health and Safety policies are updated where necessary, liaising with the School's Health and Safety Manager
Curriculum Development:	<ul style="list-style-type: none"> • To lead curriculum development for the whole department. • To keep up to date with national developments in the subject areas • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels
<u>Staffing</u> Staff Development:	<ul style="list-style-type: none"> • To work with Leadership to ensure that staff development needs are identified and appropriate training is sourced • To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department

<p>Recruitment/ Deployment of Staff</p>	<ul style="list-style-type: none"> • To participate in the interview process for teaching posts and to ensure effective induction of new staff in line with School procedures. • To promote teamwork and to motivate staff to ensure effective working relations. • To be responsible for the day-to-day management of staff within the designated department and act as a professional role model • To coach and mentor staff within the department including Trainees
<p>Quality Assurance:</p>	<ul style="list-style-type: none"> • To establish the process of the setting of targets within the department and to work towards their achievement. • To promote high standards of teaching learning and assessment • To actively participate in school monitoring and evaluation procedures • To monitor and evaluate the curriculum area/department in line with agreed School procedures
<p>Management Information:</p>	<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 • To produce examination reports for the Headteacher and Leadership Team • To produce reports on examination performance, including the use of value-added data.
<p>Communications:</p>	<ul style="list-style-type: none"> • To ensure that all members of the department are familiar with its aims and objectives. • To ensure effective communication/consultation as appropriate with the parents of students. • To provide information on pupil progress and department developments
<p>Management of Resources:</p>	<ul style="list-style-type: none"> • To manage department's resources efficiently • Be responsible for the department budget • Participate in the creation of the annual timetable by providing information on staffing needs • To ensure online provision for all learners when required

<p>Pastoral System:</p>	<ul style="list-style-type: none"> • To act as a form tutor and monitor and support pupils' progress, within your tutor group. • Deliver and contribute to the PSHE, citizenship and enterprise programmes within your tutor group. • To ensure the Behaviour Management system is implemented in the department so that effective learning can take place
<p>Additional Duties:</p>	<ul style="list-style-type: none"> • 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 follow this example • Any other duties as directed by the Headteacher