



JOB DESCRIPTION FOR THE ROLE OF DEPUTY HEAD OF SCIENCE AND TECHNOLOGY LINE MANAGER: HEAD OF SCIENCE AND TECHNOLOGY FACULTY

OVERALL PURPOSE OF THE JOB

The Deputy Head of Science and Technology is responsible for supporting the Head of Faculty in:

- **Assisting with Line Management of Science and Technology Technicians:**
Collaborating with the Head of Faculty to oversee the team of science and technology technicians, ensuring they effectively support teaching staff, maintain equipment, and prepare resources for lessons and experiments across laboratories, workshops, and classrooms.
- **Promoting Safe Procedures and Practices:**

Supporting the implementation and monitoring of safe procedures for handling hazardous materials and conducting practical activities, ensuring all work in laboratories, workshops, and classrooms adheres to relevant health and safety regulations.

- **Ensuring Health and Safety Compliance:**

Assisting in maintaining rigorous health and safety standards across all science and technology laboratories, workshops, and classrooms, and contributing to the training of staff and students in safety protocols.

- Keeping abreast of advice and best practices from **CLEAPSS** regarding the safe use, storage, and disposal of chemicals and advising the Head of Faculty as needed.
 - Reviewing and providing initial approval of **risk assessments** for practical activities planned by teachers, prior to final sign-off by the Head of Faculty.
- **Supporting Extracurricular Science and Technology Activities:**
Coordinating with the Head of Faculty to organise and supervise extracurricular science and technology initiatives, including clubs, STEM competitions, and hands-on workshops, to foster enthusiasm and engagement among students.

- **Managing Science and Technology-Based Trips:**

Assisting in the planning and execution of educational trips and visits related to science and technology, ensuring they are enriching, safe, and aligned with the curriculum.

In addition to these responsibilities, the Deputy Head of Science and Technology will:

- Act as a role model and support staff in promoting innovation and best practices in teaching science and technology.
- Step into the Head of Faculty role during absences and represent the department at meetings as needed.
- Take on specific delegated responsibilities to aid the Head of Faculty in managing the department effectively.

OTHER DUTIES AND RESPONSIBILITIES

- Plan, prepare and deliver lessons in accordance with published schemes of work;
- Make an effective contribution to the sixth-form planning and delivery of 'A' level Science;
- Teach pupils as assigned in Year 7 and above, including setting and marking of work and assessments in line with school policy;
- Set work for pupils absent from school;
- Assess, record and report on the development, progress and attainment of pupils in line with school policies;
- Promote the welfare and the individual needs of assigned pupils, following the requirements of the school's policies including child protection, health and safety and behaviour management;
- Under the direction of the Head of Department, make a full contribution to the work of the departmental team, and to the departmental and whole-school initiatives including Open Days;
- Contribute to the development and maintenance of electronic resources;
- Attend parents' evenings and meetings as appropriate to the year group taught;
- Attend all assemblies, departmental meetings, staff meetings and INSET;
- Undertake a range of general duties to enable the smooth running of the school;
- Contribute to the school's programme of extra-curricular activities, some of which may occur at weekends or during evenings;
- Act as a form tutor if required, being responsible for morning registration, overseeing and reporting on pupils' pastoral and academic progress and being active in helping them to progress;
- Teach some aspects of the school's PSHEE programme (applies only to teachers who are form tutors);
- Act as Head of House if required

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**PERSON SPECIFICATION: DEPUTY HEAD OF SCIENCE AND TECHNOLOGY
AND KS3 – KS5 SCIENCE TEACHER**

- Be a qualified teacher in the 11 to 18 age range;
- Be able to teach Pa Science up to 'A' level and the ability to teach another science to GCSE level and general science at KS3;
- Have a proven record of successful teaching with secondary-aged pupils;
- Have an extensive knowledge of general science and an awareness of teaching methodology to motivate pupils to extend their knowledge and understanding of science;
- Have energy, enthusiasm, vision and initiative to motivate pupils;
- Have high expectations of pupils' behaviour and achievement;
- Able to work within organisational procedures and meet the required standards and deadlines for the role;
- Good inter-personal skills, able to work collaboratively and supportively with school colleagues;
- Able to relate to pupils and parents;
- Able to communicate clearly and effectively orally and in writing,;
- Able to use ICT effectively in all aspects of teaching and learning and administration;
- Able to plan effectively, setting priorities and targets;
- Able to communicate effectively, both orally and in written form;
- Be committed to continual personal and professional development and be reflective and able to learn from past experience;
- Be committed to the protection and safeguarding of children and young people, and able to form and maintain appropriate relationships;
- Be able to demonstrate an active interest in extra-curricular activities and a willingness to be involved;
- Be able to demonstrate appropriate pastoral skills;
- Support school events and be prepared to accompany school trips;
- Show a willingness to give up time above and beyond contracted hours if and when necessary.