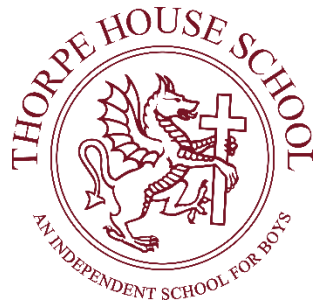




JOB DESCRIPTION FOR THE ROLE OF HEAD OF SCIENCE AND TECHNOLOGY FACULTY LINE MANAGER: DIRECTOR OF STUDIES

The Head of Faculty is responsible for:

- the quality of teaching and learning across the faculty;
- Supervising, maintaining and reviewing schemes of work across the faculty and other syllabus documentation;
- coordinating and overseeing the work of members of the faculty;
- Responsibly controlling and allocating the faculty budget;
- maintaining, ordering and reviewing necessary resources;
- organising and chairing faculty meetings;
- monitoring standards of teaching within the faculty;
- ensuring adequate assessment procedures are in place;
- overseeing and supervising performance management within the faculty; each member of the faculty reports directly to the Head of Faculty

It is the role of the Head of Faculty to:

- share the visions, aims and objectives of Thorpe House School – including all elements of safeguarding; ensuring that all elements of pastoral care and academic curriculum are met within the faculty
- provide effective leadership and management, enabling the faculty to enhance the quality of learning of the pupils, with a view to optimising the achievement of individuals and groups of pupils;
- carry out a share of school duties and extra-curricular activities and to coach/direct other members of the faculty to operate in a similar fashion;
- participate in the school's staff performance processes and lead in continuing professional development both in supervising all faculty members, but also in reporting to the Director of Studies
- actively promote equal opportunities;
- comply with data protection;
- comply with all school policies;

Leadership:

- maintain an innovative approach to the subject area so that the faculty remains forward thinking in its approach;
- inspire faculty members by personal example;
- ensure that the faculty provides a safe, stimulating and welcoming learning environment for all pupils;
- manage effectively the human resources at the faculty's disposal, including teaching, non-teaching and support staff;
- create a vision, sense of purpose and pride in the faculty and in all spaces and areas used by the faculty and across the school;

- coordinate the production and maintenance of the faculty/subject handbook, and to implement, monitor and evaluate all of its policies and documentation;
- be responsible for continuously improving the quality of teaching and learning in the faculty;
- be responsible for maintaining student discipline in the faculty including supporting staff during lessons when appropriate;
- play a major role as a middle manager in the development of all aspects of the school, including its policies and their implementation;
- promote opportunity for the promotion and development of the faculty
- develop and maintain effective methods of communication with the Headteacher, Senior Leadership Team, other staff, pupils, parents, governors, external agencies and the wider community;
- identify and applaud areas of success for individual teachers and the faculty;
- help create an effective team by promoting collective approaches to curricular/faculty development, e.g. consult when writing the development plan and produce resources as a team;
- chair and produce the agenda for effective faculty meetings. To ensure minutes are taken and copied to the Director of Studies and others as appropriate;
- assist in the process of recruiting new faculty members as required;
- implement school assessment and target setting policies, and make effective use of data to monitor and evaluate the achievement and attainment of pupils in the subject, including the recording and evaluation of public examination results when appropriate;
- initiate/maintain the provision of extra-curricular activities, e.g. the use of resources after school/during lunch-breaks or a club, etc;
- assist with the production of relevant faculty material for inclusion in the prospectus, newsletter and website;
- support and encourage in others the support of individual pupils and groups of pupils through attendance at Thorpe House events;
- attend special school events including whole school and House assemblies;
- offer advice and counselling to pupils, especially as this relates to GCSE and A level / post 16 choices

Curricular Development:

- contribute towards continuity and progression within the whole school curriculum;
- represent the department in monthly Academic meetings;
- oversee the Faculty Development Plan, its implementation and the part it plays in the whole School Development Plan;
- develop comprehensive schemes of work which include a range of teaching and learning styles (e.g. including effective use of technology as a tool for teaching) providing a rich experience for pupils, and to incorporate a variety of assessment methods at key points to enable accurate judgements on pupil progress;
- monitor and evaluate the teaching in the faculty ensuring effective differentiation;
- take the initiative in identifying strategies to support consistency of practice and be a lead practitioner in the team;
- liaise with the Head of Learning Support to develop strategies and procedures for teaching and learning for pupils with special educational needs across the faculty;

- coordinate suitable clubs and extracurricular activities and excursions to promote enjoyment of the subjects within the faculty;
- promote/lead/enter competitions at a local and national level where appropriate

Stock/Resources/Budget:

- identify in advance any projects for inclusion in future budgets;
- manage the department stock, teaching resources and finances efficiently

Liaison/Communication:

- meet regularly and develop effective faculty management;
- act as the initial point of contact regarding all issues relating to the subjects within the faculty;
- attend parents' evenings as required;
- liaise with other heads of faculty regarding whole school issues;
- inform staff about meetings, new developments and ideas related to the subject and the department;
- implement the Health and Safety management and ISI inspection process

Professional Development:

- provide or organise in-service training for the faculty staff as appropriate and to evaluate its effectiveness.
- have day-to-day responsibility for the monitoring, support and assessment of newly qualified teachers and new colleagues.
- delegate tasks and devolve responsibility for many of the items above in a way which maximises the use of available talent, experience and enthusiasm and provides development opportunities for all staff within the faculty

Other:

- attend Saturday morning(s) and after school events and functions as required;
- attend the Parents' Association annual summer event;
- attend and support school events as necessary

Head of Science and Technology

- **Line Management of Science and Technology Technicians:**

Oversee and manage the team of science and technology technicians, ensuring effective support for teaching staff, proper maintenance of equipment, and timely preparation of resources for lessons and experiments across laboratories, workshops, and classrooms.

- **Safe Procedures and Practices:**

Ensure the implementation and monitoring of safe procedures when handling hazardous materials and conducting practical activities, adhering to all relevant health and safety regulations.

- **Health and Safety Compliance:**

Maintain rigorous health and safety standards across all science and technology laboratories, workshops, and classrooms, ensuring all staff and students are properly trained in safety protocols.

- Serve as a member of the **Health and Safety Committee**, contributing to school-wide safety planning and oversight.
- Stay updated on advice and best practices from **CLEAPSS** regarding the safe use, storage, and disposal of chemicals.
- Check and sign off all **risk assessments** for practical activities that teachers plan to carry out, ensuring compliance with safety standards.

- **Management of Extracurricular Science and Technology Activities:**

Plan and manage a diverse range of extracurricular activities, including science and technology clubs, STEM competitions, and hands-on workshops, to inspire enthusiasm for these subjects beyond the classroom.

- **Coordination of Science and Technology-Based Trips:**

Organise and oversee educational trips and visits related to science and technology, ensuring they are enriching, safe, and aligned with the curriculum.

- **Marketing and Communication:**

Collaborate with the Marketing Lead to ensure that all publicity relating to the Science and Technology Faculty is effectively planned, prepared, and shared. This includes promoting events and celebrating achievements through appropriate channels, ensuring recognition of the faculty's activities and successes.

This job description is not exhaustive but lists the main duties and responsibilities of the role. It may be amended at any time subject to discussion between the post holder and Headteacher.