

## Job Description

### PHYSICS SUBJECT LEADER

The Professional duties of all teachers, (other than the Headteacher) are set out in the STPC and describe the duties required of all mainscale posts. In addition, the description of the requirements of the post of HoD at Westcliff High School for Girls, in accordance with the criteria for the award of a Teaching and Learning Responsibility Payment, along with the particular duties expected of the post holder have been set out below:

<b>Purpose:</b>	a)	To be accountable for the highest standards of pupil achievement within Physics, monitoring, supporting and evaluating pupil achievement and setting targets for improvement.
	b)	To be accountable for leading, developing and enhancing the teaching practice of all teachers of Physics, evaluating the quality of teaching and securing and sustaining effective teaching of Physics.
	c)	To be accountable for the strategic direction, leadership and management of Physics, the development and implementation of Physics policies, plans, targets and practices within the context of the school's aims and policies.
	d)	To effectively line manage and deploy teaching/support staff, financial and physical resources within Physics to support the designated curriculum portfolio.
	e)	To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in Physics, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.
	f)	To contribute to the effective self-evaluation and progress of Physics in line with the School Development Plan.
		To be accountable for liaison with the appropriate Learning Manager regarding pupil progress issues and the transfer of attainment data.
	g)	To support and assist with the success of the school's work as a Teaching School and as a satellite venue for the Science Learning Centre (East of England)
<b>Responsible to:</b>		Head of Science
<b>Liaising with:</b>		Head/Deputy, Head of Science, other Heads of Departments, Learning Managers, Pastoral Assistants, Academic Administrator, Examinations Officer and all other relevant non-teaching support staff, LEA staff and parents.
<b>Scope:</b>		The strategic leadership of Physics at Key Stage/s 3,4,5
<b>Salary/Grade:</b>		TLR 2b
<b>Working Time:</b>		195 days per year. Full time
<b>Disclosure level</b>		Enhanced
<b>MAIN (CORE) DUTIES</b>		
<b>Lead sustainable improvement</b>		<ul style="list-style-type: none"> <li>• Lead discussion about priorities</li> <li>• Agree targets for raising attainment within the context of whole-school targets</li> <li>• Lead improvement in teaching</li> <li>• Lead the review, construction and resourcing of the curriculum</li> <li>• Liaise with other middle leaders and teachers to share and collaborate in approaches that will support success in your own area for pupils</li> <li>• Liaise with and keep informed school leaders</li> <li>• To work with the Deputy Headteacher to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> </ul>
<b>Operational/ Strategic Planning</b>		<ul style="list-style-type: none"> <li>• To lead and manage subject teachers of Physics.</li> <li>• To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in Physics.</li> <li>• The day-to-day management, control and operation of course provision with Physics, including effective deployment of staff and physical resources.</li> <li>• To actively monitor and follow up pupil progress.</li> <li>• To work with colleagues to formulate aims, objectives and strategic plans for Physics which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.</li> </ul>

		<ul style="list-style-type: none"> <li>To lead and manage the business planning function of Physics, and to ensure that the planning activities of Physics reflect the needs of students within Physics, SDP/DDP and the aims and objectives of the School.</li> <li>To ensure that Health and Safety policies and practices, including Risk Assessments, throughout Physics are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.</li> </ul>
<b>Curriculum Provision:</b>		<ul style="list-style-type: none"> <li>To liaise with the Head of Science to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.</li> <li>To contribute to Citizenship, WRL and Enterprise Education according to School Policy.</li> </ul>
<b>Curriculum Development:</b>		<ul style="list-style-type: none"> <li>To lead curriculum development for the whole Physics area.</li> <li>To keep up to date with national developments in Physics area and teaching practice and methodology.</li> <li>To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.</li> <li>To liaise with the Head of Science to maintain accreditation with the relevant examination and validating bodies.</li> <li>To ensure that the development of Physics is in line with national developments.</li> </ul>
<b>Staffing</b> <b>Staff Development:</b> <b>Recruitment/</b> <b>Deployment of Staff</b>		<ul style="list-style-type: none"> <li>To work with the Deputy Headteacher to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>To undertake Performance Management Review(s) and to act as reviewer for a group of staff within Physics.</li> <li>To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within Physics, liaising with the Cover Supervisor/relevant staff to secure appropriate cover within Physics.</li> <li>To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.</li> <li>To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>To participate in the school's ITT programme.</li> <li>To be responsible for the day-to-day management of staff within Physics and act as a positive role model.</li> </ul>
<b>Quality Assurance:</b>		<ul style="list-style-type: none"> <li>To ensure the effective operation of quality control systems.</li> <li>To establish the process of the setting of targets within Physics and to work towards their achievement.</li> <li>To establish common standards of practice within Physics and develop the effectiveness of teaching and learning styles in all Physics areas within the Science department.</li> <li>To contribute to the School procedures for lesson observation.</li> <li>To implement School quality procedures and to ensure adherence to those within Physics.</li> <li>To monitor and evaluate Physics in line with agreed School procedures including evaluation against quality standards and performance criteria.</li> <li>To seek/implement modification and improvement where required.</li> <li>To ensure that Physics quality procedures meet the requirements of Self Evaluation and the Strategic Plan.</li> </ul>
<b>Judge standards</b>		<ul style="list-style-type: none"> <li>To analyse and interpret data on pupils' attainment in the subject and analyse and evaluate performance data provided.</li> <li>Review with teachers their assessments of progress for classes, identified groups and individuals</li> <li>Sample pupils' work</li> <li>Discuss work, progress and attitudes with samples of pupils</li> <li>Construct and monitor the strategies to gather the views of other stakeholders</li> </ul>
<b>Evaluate teaching and learning</b>		<ul style="list-style-type: none"> <li>Evaluate schemes of work to ensure that they focus on consistent and effective teaching and learning</li> <li>Observe teaching and feed back to colleagues</li> <li>Review teachers' planning</li> <li>Provide evidence of subject contributions to learners' personal development (pupil interviews, pupil peer assessment and self-assessment, links with other subjects, promoting independent learning)</li> </ul>
<b>Management Information:</b>		<ul style="list-style-type: none"> <li>To ensure the maintenance of accurate and up-to-date information concerning Physics on the management information system.</li> <li>To make use of analysis and evaluate performance data provided.</li> <li>To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.</li> <li>To produce reports within the quality assurance cycle for Physics.</li> </ul>

		<ul style="list-style-type: none"> <li>To produce reports on examination performance, including the use of value-added data.</li> <li>In conjunction with the Deputy Headteacher, to manage Physics collection of data and to ensure that a regular stream of marks are fed into the School Assessment System.</li> <li>To provide the Governing Body with relevant information relating to Physics performance and development.</li> </ul>
<b>Communications:</b>		<ul style="list-style-type: none"> <li>To ensure effective communication/consultation as appropriate with the parents of students.</li> <li>To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies..</li> </ul>
<b>Marketing and Liaison:</b>		<ul style="list-style-type: none"> <li>To actively promote the development of effective links with external agencies.</li> </ul>
<b>Management of Resources:</b>		<ul style="list-style-type: none"> <li>To manage the available resources of space, staff and equipment efficiently within the limits, guidelines and procedures laid down. Requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.</li> </ul>
<b>Pastoral System:</b>		<ul style="list-style-type: none"> <li>To monitor and support the overall progress and development of pupils within Physics.</li> <li>To ensure the Behaviour Management policy is implemented in Physics so that effective learning can take place.</li> <li>To ensure that all pupils understand and are able to complete their work.</li> <li>To ensure that all pupils complete their homework and coursework within set deadlines.</li> <li>To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.</li> <li>To contribute to PSHE, citizenship and enterprise according to school policy.</li> </ul>
<b>Teaching:</b>		<ul style="list-style-type: none"> <li>To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.</li> </ul>
<b>Additional Duties:</b>		<ul style="list-style-type: none"> <li>To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> <li>To play a full and active role in our work as a Teaching School and as a satellite venue for the Science Learning Centre (East of England) through the provision of additional events and outreach activities, some of which may take place beyond the normal school working day. Undertake cover and supervise and, so far as practicable, teaching any pupils whose teacher is not available to teach them</li> <li>Use the school's Teacher Planner and have it available to view if requested</li> <li>You may be asked to work at any of the schools within the Multi Academy Trust.</li> <li>To support the school's 11+ testing arrangements and our ethos of promoting outdoor activities</li> <li>To continue personal development as agreed.</li> <li>To actively engage in the staff review and development process.</li> <li>To undertake any other duty as specified by the school not mentioned in the above.</li> </ul>
<b>Other Specific Duties:</b>		
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>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</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>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 for any employee who develops a disabling condition.</p> <p>This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p> <p>Signed:</p> <p>Date:</p>		