



ST BENET BISCOP  
CATHOLIC ACADEMY

## Job Description

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### Post: Director of Learning - Science

#### Academy Aims

Founded on the teachings of Jesus Christ, St. Benet Biscop Catholic Academy aims to foster in its members a love of God and enable them to respond positively to the opportunities, responsibilities and experiences of life.

To achieve this aim we will work together to:

- Provide opportunities for spiritual and moral development through prayer, liturgy and shared experience;
- Encourage a quest for knowledge and use it in the service of others;
- Strive for the highest standards of academic, sporting and artistic achievement;
- Provide a safe, tolerant, stimulating environment where individuals feel valued and their talents encouraged.

#### Strategic Direction and Development

Direct line management and leadership of Science, ensuring the highest standards of teaching, learning and achievement is secured and to lead in the monitoring, evaluation and review of quality of education and personal development, behaviour and attitudes within Science and other areas of responsibility.

- To play a leading and highly visible role in the day-to-day management of Science.
- To lead on a whole school responsibility, as determined by the Headteacher and in relation to the areas of development in the school improvement/development plan.
- To oversee the strategic management of data, assessment and target setting, within Science.
- To establish successful raising achievement plans and intervention programmes for Years 7- 11 within Science and any other areas of responsibility. To establish, within Science, a range of successful intervention programmes to close the gap, with particular focus on specific groups of students (to include SEN and PP).
- To create a world class STEM offer, engaging local, national and international STEM sector stakeholders to inspire young people to pursue careers in the STEM sector and to develop a talent pipeline for the STEM sector in Bedlington and the surrounding areas.
- Provide coaching and mentoring to other middle leaders and share expertise in departmental improvement.



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### **Main Purpose:**

- To effectively lead and manage the Curriculum Area.
- To be a role model for outstanding classroom practice.
- Ensure that students achieve to the best of their potential.
- Use data effectively to identify areas of weakness and plan appropriate interventions.
- Secure high academic standards.
- Generate and maintain enthusiasm for the subject(s) in both students and staff.
- Nurture a team ethos within the Curriculum Area which is mutually challenging and supportive.
- Ensure a curriculum which is appropriate, challenging and inspirational.
- Carry out the duties of school teacher as set down in the teacher's pay and conditions documents.

### **Main Tasks:**

#### **1. Student Achievement**

- Monitor the progress of all students within the Curriculum Area by rigorous and thorough analysis of each data collection.
- Ensure that staff are assessing student progress accurately and robustly by setting regular assessment tasks across each year group. Ensure that the assessments are moderated to ensure reliable data is used for analysis.
- Identify underachievement and with Curriculum Area members establish action plans to improve progress, share these plans with Curriculum Area members and oversee implementation. Monitor the impact of these interventions.
- Ensure that all colleagues are confident with using the available class data to inform lesson planning to ensure that progress can be made in every lesson.
- Liaise with other Curriculum Leaders, Heads of Progress and the SENCo to support intervention plans.
- Ensure that praise and sanction systems are applied consistently to reinforce positive learning experiences for students.
- Implement monitoring, assessment, recording and reporting procedures in line with academy policy.

#### **2. Curriculum**

- To work alongside the Assistant Headteacher - Curriculum to ensure rapid development of the delivery of the curriculum.
- To ensure teaching and learning is a core focus for the planning and delivery of schemes of work and lesson planning.
- Actively promote the St Benet Biscop lesson as the basis for outstanding teaching and learning.



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- Use the most current data to inform the placement of students in appropriate classes which will support progress in their learning.
- Provide guidance for colleagues on how to deliver the curriculum to pupils of differing abilities.
- Ensure that the Curriculum Area keeps up to date with national and local developments and be prepared to share good practice within the school and beyond.
- Ensure that the Curriculum Area implements the delivery of cross-curricular issues; literacy, numeracy, SMSC, ICT.
- Ensure that quality homework is set and marked in accordance with academy policy.
- Ensure that students work is regularly assessed and that all students have clear indications about how to make progress which they are responding to.

### **3. Monitoring and Evaluation**

- To monitor and evaluate the curriculum to be delivered, all aspects of teaching and learning, assessment, recording and reporting, planning at all levels and the implementation of the Curriculum Area development plan through:
  - Teaching & Learning Reviews
  - Assessment Reviews
  - Learning Walks
  - Moderating assessment tasks
  - Data analysis
  - Response to Ofsted or Internal Self Reviews
- Work with SLT to carry out periodic Internal Self Reviews.
- Produce and monitor the implementation of the Curriculum Area Development Plan (and different subjects within the Curriculum Area) which supports the School Improvement Plan and addresses any issues within the Curriculum Area or specific subjects within the Curriculum Area.

### **4. Leadership**

- Promote a positive profile of the Curriculum Area across the school and seek to ensure that students are motivated and enthusiastic when learning in the Curriculum Area.
- To ensure the climate for learning is effective and consistently delivered by all staff.
- Ensure that ECTs and student teachers are effectively mentored and supported.
- Liaise closely with the timetable co-ordinator to maximise effective deployment of staff and effective setting of students.
- Actively encourage and support staff to access CPD opportunities.
- Encourage and promote the interests of Curriculum Area staff, including giving professional help, advice and support to colleagues and by delegating Curriculum Area responsibilities as appropriate to skills and potential.
- Advise SLT on recruitment and participate in the selection of staff.



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- Oversee the work of LSAs within the Curriculum Area and liaise with the SENCo to ensure that students are supported appropriately in the classroom.
- Co-ordinate and/or contribute to staff support plans where necessary.

#### **5. Organisation and administration**

- Provide written information for the academy prospectus, option booklet, website and any other publications.
- Liaise with outside agencies, feeder primary schools, post 16 providers, local industry and the wider community.
- Liaise closely with the Exams Officer and ensure that all exam papers for internal examinations are prepared and duplicated in good time.
- Liaise closely with the Exams Officer to ensure that all deadlines are met with regards to exam entries and the completion of mark sheets.
- Ensure that appropriate cover work is organised for classes being covered by supply teachers or cover supervisors.

#### **6. Health and Safety**

- To be responsible for Health and Safety in the Science department, ensuring that Health and Safety policies and practices, including risk assessments, are in line with the school and national requirements.
- To be responsible for ensuring that a safe and pleasant working environment in all laboratories is maintained.
- To lead, develop and enhance the practice of other teaching staff in the department in relation to matters of health and safety as well as risk assessments.
- To monitor the safety procedures and policies within the department with regard to activities both on and off site with due regard to the health, safety and welfare of students, teachers and visitors.