




National Teaching School
designated by

**National College for
Teaching & Leadership**



GREAT SANKEY HIGH SCHOOL

2nd in Science

JOB DESCRIPTION & PERSON SPECIFICATION





GREAT SANKEY HIGH SCHOOL
JOB DESCRIPTION
2nd in Science

Core Purpose:

- ✓ To deputise for the Head of Department (HOD) in his/her absence both in the day-to-day operation of the department and any emergencies that might arise.
- ✓ To assist other colleagues by setting appropriate work, should the circumstances demand.

Key Responsibilities:

- ✓ Assisting HOD in raising student and staff aspirations, standards and attainment
- ✓ Assisting HOD in development and appropriate implementation of programmes of study and Schemes of Work.
- ✓ Assisting HOD in development, reorganisation and monitoring proper use of departmental resources.
- ✓ Assisting HOD in development and monitoring of departmental assessment and recording procedures and systems.
- ✓ Assisting the HOD in carrying out departmental self-evaluation
- ✓ Assisting HOD in development and monitoring of departmental environment.
- ✓ Assisting HOD in monitoring of the quality of learning and teaching within the department through established procedures (observations, monitoring of assessment and recording).
- ✓ Taking a lead on one of the exam subjects offered by the department (to be decided)
- ✓ Co-ordination and developmental work of KS3 within Science as appropriate and as required.
- ✓ Assisting with the organisation of departmental trips and visits.
- ✓ To promote and develop enrichment activities within the department which will help raise achievement in Science
- ✓ Any other duties as may be reasonably requested

This job description is not necessarily a comprehensive definition of the post and will be subject to modification or amendment at any time after consultation with the post holder. The post-holder will undertake the professional duties of a member of school staff as circumstances may require under the reasonable direction of the Headteacher.

Person Specification / Selection Criteria for 2nd in Science

Note: The Applicant will be required to safeguard and promote the welfare of children and young people. Candidates failing to meet any of the essential criteria will automatically be excluded.

[A] Qualifications

Qualification requirements	Essential	Desirable	Source
Degree or equivalent qualification in Science and a teaching qualification	X		AF
Up-to-date in-service training in subject and whole school issues	X		AF
Additional qualifications relevant to the post		X	AF

[B] Experience

	Essential	Desirable	Source
Post with management responsibility within existing or previous school		X	AF/I
Recent experience of teaching the 11-16 age range	X		AF/I
Recent experience of teaching the 16 -18 age range		X	AF/I
Involvement in the professional development of staff		X	AF/I
An outstanding classroom practitioner	X		AF/I
Experience of producing examination results to a high standard with positive residuals and strong value added	X		AF/I

[C] Knowledge/Understanding

	Essential	Desirable	Source
Strong working knowledge of the National Curriculum, issues and developments	X		AF/I
Knowledge of equal opportunity issues for students and staff	X		AF/I
A flexible and open-minded approach to learning and teaching with an understanding and proven practice of differentiation	X		AF/I

[D] Personal Qualities and Skills

	Essential	Desirable	Source
Highly effective interpersonal, communication and presentation skills; the ability to lead and enthuse others; the ability to co-operate and co-ordinate with other departments	X		AF/I
Excellent administration, organisation and management skills	X		AF/I
Excellent information and communication technology skills	X		AF/I
Ability to multi task and deal with numerous challenges simultaneously	X		AF/I
A commitment to raising achievement across the whole age and ability range	X		AF/I
Willingness to be involved in extra-curricular activities	X		AF/I
Commitment to developing links with parents, the community and business	X		AF/I
Driven towards achieving results for all in terms of levels of progress	X		AF/I

[E] Pre-Employment Checks

	Essential	Desirable	Source
Positive recommendation from all referees, including current employer	X		R
DBS Clearance post appointment	X		N/A

[F] Application Form and Supporting Statement

The form must be fully completed and legible.

The supporting statement should be clear, concise and related to the specific post.

There should be no unexplained gaps in career history.

(Source: AF=Application (form+letter); I=Interview; R=Reference)