

Job Description

Assistant Director of STEM Leadership Payscale points 1 - 5

Reporting to: Director of STEM

Responsible for: Supporting the provision of a full learning experience and leading on actions that secure excellent outcomes for all students

Liaising with: SLT Link and Head of School, teaching/support staff, external agencies and parents / carers

Purpose:

- To support the Director of STEM in ensuring provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying Science or maths (subject specialism determined on appointment), in accordance with the aims of the School and the curricular policies determined by the Local Governing Body and Head of School.
- To act as a curriculum lead for Science or maths (subject specialism determined on appointment) and be responsible for leading and developing in this area.
- Support the Director of STEM in developing strong and ambitious STEM provision within the school, particularly inspiring pupils unrepresented in STEM careers.
- To develop and enhance the teaching practice of other staff in your department / faculty.
- To monitor and support the overall progress and development of students.
- To effectively manage and deploy teaching/support staff and financial / physical resources to support the curriculum intent, ensuring there is value in what is delivered.

MAIN (CORE) DUTIES

Operational/Strategic Planning:

- Curriculum development and management including appropriate syllabus choice.
- To lead the development of appropriate resources, schemes of work, marking policies, assessment and teaching strategies in the department, within the designated subject area(s).
- To write effective improvement plans in line with the school improvement and development plan.
- To ensure that department staff plan effective lessons taking account of personalised learning and differentiation for different groups of students.
- To effectively manage data monitoring, assessment and interventions that support student progress.
- To assist implementation of school policies, such as Equal Opportunities, Health and Safety, COSHH etc.
- To manage the department financial budget, ensuring value for money, and to implement planning activities of the subject so they reflect the needs of students and the aims and objectives of the school.

Provision:

- Ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme that complements the school's strategic objectives.

Curriculum Development:

- Working with other subject leaders and under the direction of the Director of STEM, support curriculum developments within the STEM curriculum area.
- To keep up to date with national developments in the subject area(s) and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To maintain accreditation with relevant examination and validating bodies.
- To ensure that the subject is differentiated to take account of students with the SEN and Gifted and Talented cohorts.

Staffing Staff Development

Recruitment/Deployment of Staff:

- To work with SLT to ensure that staff development needs are identified and appropriate programmes are designed to meet such needs.
- To make appropriate arrangements for classes when staff are absent, liaising with the Cover Manager/relevant staff to secure appropriate cover within the department.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To ensure effective and efficient deployment of classroom support where appropriate.

Quality Assurance:

- To ensure the effective operation of quality assurance approaches in line with the school-wide approach.
- To assist in the process of target setting within the subject area and to work towards their achievement.
- To help to establish common standards of practice and develop the effectiveness of teaching and learning in all relevant curriculum areas within the subject(s).
- To contribute to the school procedures for lesson observation and other quality assured programmes.
- To implement modification and improvement where required within the relevant subject area(s) based on the evidence presented by quality assurance conducted.

Management Information:

- To ensure maintenance of accurate and up-to-date information concerning the relevant subject area(s) on the management information system.
- To ensure that regular moderation of student's work takes place across the Department / Faculty.
- To assist in the use of analysis and evaluation of performance data.
- To produce regular reports on department performance and exam results.

Communication:

- To help ensure that all staff within the subject area are familiar with its aims and objectives.
- To ensure effective communication as appropriate with the parents / carers of students.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- To inform all Department members by production of succinct minutes.
- To participate fully in departmental monitoring, review, self-evaluation and improvement planning.

Marketing and Liaison:

- To contribute to school liaison and marketing activities, i.e. the collection of material for press releases.
- To contribute to the development of effective subject area links with the community, attendance where necessary at events and the effective promotion of subjects at Open Days/Evenings and other events in the wider community.
- To actively promote the development of effective subject links with external agencies / other schools.

Management of Resources:

- To identify resource needs and ensure the effective use of physical resources.

Additional Duties:

- 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.
- To adhere to all safeguarding practices as outlined by school policy.

This job description is current at the date shown, but in consultation with you, may be changed by the Head of School to reflect or anticipate changes in the job, commensurate with the grade and job title.