

Job Description

Position Title:	Deputy Director of Science
Responsible to:	Director of Science
Responsible for:	Specific Departmental Academic Staff (TBC dependent on specialism)

Main Focus of the Role

- In conjunction with the Senior Management Team and the Director of Science, review and update the Science Curriculum Strategy
- In conjunction with the Senior Management Team, identify staffing and other resource needs and the deployment of staffing to meet the needs of the curriculum strategy
- To assist the Director to lead and develop a department which has student progress, engagement and enjoyment of science at the heart of its ethos.
- To be responsible for the people management of specific staff across the department
- To assist the Director to lead and manage teaching, learning and development in science.
- To lead, develop and enhance the teaching practice of teachers in the department.
- To develop and embed consistent practices and approaches across the department, so that all students get a rewarding and positive experience across all the disciplines of science within the department.
- To deputise for the Director of Science as and when required by the College.

Key Accountabilities and Responsibilities

1 High standards of teaching, learning and achievement

- To act as role model for the department, setting the highest personal standards of stimulating, challenging and inclusive teaching and purposeful, successful and enjoyable learning.
- To lead the development of teaching and learning strategies.
- To monitor and evaluate the quality of teaching and learning through regular observation of the teachers.
- To develop and improve the quality of teaching and learning through observation, constructive professional feedback, modelling, team teaching and, where appropriate, providing targeted training.
- To promote and monitor the climate for learning through regular structured self-evaluation.
- To be responsible for promoting and improving the environment for learning.
- To monitor and support student progress across the curriculum area to raise standards of student achievement and attainment.
- To promote and foster enrichment, extension and extra-curricular activities for students, linked to the subject(s), to develop students' interest, motivation and enjoyment.

2 Strategic and operational planning and management of the science curriculum

- To have lead responsibility for establishing the strategic planning priorities for the designated Science Curriculum Areas, ensuring that developments are aligned with the overall College strategic priorities.
- To lead the development of appropriate syllabuses, schemes of work, marking policies, assessment and teaching and learning strategies.
- To be responsible for the effective and efficient day-to-day management, control and operation of specific course provision within the department, including the effective deployment of staff and resources.
- To work with departmental colleagues to formulate coherent and relevant aims, objectives and improvement plans for the department in response to whole-college priorities and strategic planning and the needs of students.

- To work with other post-holders in the department to ensure that development across the whole curriculum best supports student progress and achievement.
- To develop the application of ICT in the department to support teaching, learning, assessment and management.
- To be part of the annual curriculum and staff resource planning process
- To produce regular reports and self-assessment reviews on quality issues within the designated science provision.
- To be a member of the College's Middle Manager Leadership Matters Group

3 Curriculum Provision and Development

- To be accountable for the development and delivery of the curriculum, ensuring that this is in line with students' needs.
- To establish common standards of practice within the curriculum and evaluate their impact.
- To ensure the delivery of a high quality appropriate, relevant and cost-effective curriculum.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local level.
- To keep the department up-to-date with national developments in the subject area, teaching practice and methodology.
- Develop and maintain a Curriculum Area ethos of scholarship, high expectations, mutual support and care for staff and students, in which staff feel empowered and recognised.
- To work with the Director of Science to maintain the curriculum area reputation as a centre of excellence for Science.
- To attend College and Curriculum meetings to report on the impact of measures implemented.
- To support the College policy on work experience and industry placements for students in science.

4 Health and Safety

- To have knowledge and a full understanding of the college's Health and Safety Strategy and Policy and its implications on the delivery of the curriculum
- To ensure that Health & Safety practices, including Risk Assessments throughout the department are in line with legal requirements, are regularly updated, and to put into place a management system to ensure that policy and risk assessments are followed.
- Ensure all staff hold up to date Health and Safety training in those areas of relevance
- Ensure all students receive Health and Safety training prior to commencement of their programme of study
- Carry out periodic audits of those documents required to ensure compliance with all aspects of Health and Safety

5 People Management

- To be responsible for the people management of designated Teaching Staff carrying out those responsibilities and duties listed on the attached 'People Management' appendix.
- In conjunction with the Vice Principal Curriculum, ensure that all staff are set robust, and developmental targets.
- To create a sense of purpose/ shared vision among the departmental team and secure commitment.
- To promote team work and motivate staff to ensure effective working relations.
- To intervene fairly and effectively where poor standards of work are seen.

6 The management of financial and physical resources

- As part of the college's annual budgeting process, aid in annually formulating the budget required to deliver the Science Curriculum and present this during the planning stages for approval.
- To be responsible for approval of departmental expenditure, having due regard to Financial Regulations and in accordance with Financial Procedures.
- To ensure effective utilisation of physical resources in order to establish and maintain a high-quality learning environment, maintaining asset inventories of equipment.
- To comply with all college policies and procedures (e.g. Health and Safety, Equal Opportunities and Safeguarding) and to ensure that these policies are followed by staff and students across the department, reporting any issues to relevant parties.
ensuring departmental expenditure is made in accordance with these regulations.
- To continually identify more financially efficient methods of delivering and managing the curriculum and students, utilising IT systems and resources, reducing the need for printed documents.

7 Progress of Students

- To ensure that College policy on behaviour and code of conduct is upheld within the department so that effective learning can take place.
- To be accountable for the overall monitoring of designated students' progress and performance in relation to the targets set for each individual, ensuring that appropriate intervention is made when necessary to support students in their learning.
- Working with science Course Leaders, to take responsibility for intervention strategies and their organisation and management.
- To evaluate the impact of intervention strategies and use the evaluation to inform improvement.
- To be responsible for the quality of student outcomes across designated science subjects.

8 Quality

- To ensure that effective, efficient management systems are in place to monitor quality.
- To set targets within the department accordingly and to work towards their achievement.
- To put into effect College quality procedures and to ensure that these are adhered to.
- To establish common standards within the department and develop the effectiveness of teaching and learning in the department.
- To help monitor and evaluate the science curriculum area and to seek/ implement modification and improvement where required.

9 Management Information

- To ensure the maintenance of accurate and up-to-date information concerning the curriculum on the management information system.
- To make use of analysis and evaluate and interpret performance data provided to inform departmental planning and improvement.
- 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.

10 Communications

- To ensure effective communication / consultation as appropriate with the parents of students.
- To liaise with examination boards, higher education, partner schools, business and industry, awarding bodies and other relevant external bodies.

11 Marketing, Recruitment & Liaison

- To work with the Director of Science and the Head of Marketing to develop an effective recruitment strategy to attract a high number of student applications to study science.
- To contribute to College liaison, recruitment and marketing activities e.g. taster days, raising aspirations programme, master classes and schools liaison activities.
- To contribute to the effective promotion of the department at Open Days / Evenings and other events.
- To work with the Director of Science to lead the development of effective subject links with partner schools, employers, universities and the community.
- To actively promote the development of effective subject links with external agencies and organisations.

12 Professional & Personal

- To take responsibility for one's own personal professional development
- To undertake an appropriate programme of teaching in accordance with the duties of a Deputy Director of Science.
- Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
- To promote the College policies on Maths, English, equality and diversity, fundamental British values and digital skills acquisition.
- To promote College policies on behaviour and support for example, student attendance, punctuality and progress to targets and where appropriate refer to additional support services.
- To comply with the Code of Conduct for staff.

13 Across the College

- To act as a role model, setting the highest personal standards of stimulating, challenging and inclusive teaching and purposeful, successful and enjoyable learning.
- To support and advise on the development of teaching and learning strategies within science.
- To guide colleagues to curriculum development that promotes students' interest, motivation and enjoyment of science.
- To promote and encourage enrichment, extension and extra-curricular activities for students that deepens their passion for science.
- To undertake Cross College learning walks and lesson observations
- Be proactive in challenging inappropriate behaviour around the College. Support fully at all times the College's strategic aims and objectives.

Bolton Sixth Form College is committed to safeguarding children and promoting the welfare of children, young people and vulnerable adults and expects all members of staff and volunteers to share this commitment.