



LISTON COLLEGE

Assistant to the Head of Department Science Job Description 2020

Mission Statement of Liston College

In partnership with its community, Liston College will create and maintain a school environment centred on Catholic values. It will, equitably, encourage students in its care to strive to use their abilities to the fullest, as members of society and of the Catholic community.

As Assistant to the Head of Department (Science) you are an important member of the Liston College community. This position includes the role of Classroom Teacher (Y7-13)

Responsible to: The Head of Department

MU: x1

MMA: x1

| Key Task | Performance Indicator |
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| 1. Special Character | <ul style="list-style-type: none"> • Supports the Special Character of the College as outlined in our Mission Statement. |
| 2. Management of Curriculum, Assessment and Evaluation | <ul style="list-style-type: none"> • Ensures that a Science programme is prepared in liaison with the Head of Department at the Y 7-9 level. • Ensures that the programme at each level is updated and reviewed regularly. • Monitors the delivery of the Science programme at Years 7-9. • Assists in the preparation of appropriate assessment material at the Year 7-9 level. • Reviews and updates assessment material regularly. • Ensures that the Year 7-9 assessments are prepared in a timely fashion. • Collects assessment data for Year 7-9. • Analyses assessment data and reports the findings to the Head of Department. • Puts in place strategies aimed at improving the achievement of students: <ul style="list-style-type: none"> ➤ At risk of failing ➤ Priority Learners |
| 3. Resource Management | <ul style="list-style-type: none"> • Develops appropriate teaching resources at the Year 7-9 level. • Ensures that the Year 7 – 9 Science classes are supplied with the required classroom materials, texts and workbooks associated with the Science programme. • Develops systems that reflect good Resource Management at Years 7-9. |
| 4. Other duties | <ul style="list-style-type: none"> • Assists and deputises for the Head of Department when required. • Maintains regular contact with the: – <ul style="list-style-type: none"> ➤ Head of Department ➤ Teachers of Year 7-9 ➤ Academic Monitor – Years 7-10 • Assists the HOD with competitions, extension activities and other initiatives associated with the Science department. • Liaises and meets regularly with the Year 7-9 teachers. • Organises appropriate professional development activities for the Year 7- 9 staff as required or liaises with the PD Committee re: appropriate Professional Development. • Other duties as negotiated with the Principal and Head of Department. |
| 5. Professional Development | <ul style="list-style-type: none"> • Attends relevant Professional Development programmes |
| 6. Teaching Duties | <ul style="list-style-type: none"> • Takes timetabled classes as required each year. • Fulfils and meets the Standards for the Teaching Profession as set out by the Teaching Council. |

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| | Note: There is a separate Job Description for the role of Classroom Teacher. |
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