



**Ark Acton
Academy**

Co-Head of Department - Science

Recruitment Pack

Co-Head of Department (Science) – Job description

Job Title: Co-Head of Department – Science

Reports to: Head of Department (Science) / Assistant Principal

Responsible for: Supporting the leadership of the Science Department and delivering high quality teaching and learning

Start date: September 2026

Term: Permanent, Full-time

Allowance: TLR 2B (£5,870)

Job purpose

As Co-Head of Department for Science, you will play a key leadership role in driving excellence in teaching, learning and pupil outcomes across the department. You will take responsibility for a designated Key Stage (KS3, KS4 or KS5) alongside leading a whole-department priority area such as Teaching & Learning, Curriculum Development, or staff development and line management.

You will work in close partnership with the Head of Science and wider leadership team to ensure a high-quality, ambitious curriculum and consistently strong outcomes for all pupils. This role would suit an experienced teacher ready for middle leadership, including current or aspiring second-in-department colleagues or ambitious Key Stage leaders.

Key Responsibilities

DEPARTMENT LEADERSHIP

- Support the strategic leadership of the Science department alongside the Head of Department.
- Lead on a Key Stage, ensuring strong pupil outcomes and high-quality provision.
- Take ownership of a whole-department priority area (e.g. T&L, curriculum, or staff development).
- Support the development of staff through coaching, modelling and collaborative planning.

QUALITY ASSURANCE

- Monitor teaching and learning within your Key Stage and/or focus area.
- Use assessment data to identify strengths and areas for improvement.
- Contribute to departmental self-evaluation and improvement planning.

COMMUNICATION AND COLLABORATION

- Work collaboratively within the Science team to ensure consistency and excellence.
- Build strong relationships with pupils, parents and staff.
- Contribute to whole-school priorities and initiatives.

Principal Accountabilities

PLANNING AND DELIVERY OF LESSONS

- Lead the development of high-quality schemes of learning within your Key Stage and/or focus area.
- Support teachers in planning and delivering engaging, challenging lessons.
- Promote consistently high standards of teaching and learning across the department.
- Ensure lessons are informed by assessment and responsive to pupil need.
- Maintain high expectations of behaviour, engagement and achievement.
- Ensure effective support for pupils with SEND and varying abilities.
- Prepare pupils for internal and external examinations.

ASSESSMENT, REPORTING AND COMMUNICATION

- Implement the academy's approach to assessment, marking and feedback.
- Monitor pupil progress within your Key Stage and identify intervention strategies.
- Analyse data to inform teaching, curriculum planning and departmental priorities.
- Support colleagues to use assessment effectively to improve outcomes.
- Maintain accurate records of attainment and progress.
- Communicate effectively with parents and carers.
- Attend parents' evenings and academy events as required.

PROFESSIONAL DEVELOPMENT

- Take responsibility for your own professional development and demonstrate a commitment to continuous professional development by undertaking, and seeking out, opportunities to build your capabilities as a teacher.
- Maintain an up-to-date expert knowledge of your subject area, related teaching pedagogy and relevant aspects of the National Curriculum, exam board requirements and other statutory provisions, including developments and reforms in broader education policy.
- Ensure you understand your professional responsibilities in relation to school policies and practices.
- Evaluate your own teaching critically and use this to improve your effectiveness.
- Support colleagues when working in your teacher learning communities.

NON-SUBJECT RESPONSIBILITIES

- Demonstrate consistently high expectations of all pupils and a commitment to raising their achievement and social and emotional wellbeing. Promote the positive values, attitudes and behaviour expected from all pupils by treating them with respect and consideration.
- Develop strong and positive relationships with pupils.

- Implement all Academy policies, including the Academy's behaviour policy.
- Contribute to the design and delivery of the Academy's enrichment curriculum in line with your timetable and the Ark Acton enrichment policy.
- Model the ethos and vision of the Academy at all times.
- Communicate promptly and sensitively with parents, carers and other relevant bodies where necessary.
- Contribute to the Academy's liaison, marketing and pupil recruitment activities, e.g. the collection of material for press releases.
- Help to develop effective subject links with partners and the community, including attendance where necessary at liaison events in partner Schools and Academies and the effective promotion of your subject at Open Days/Evenings and other events.
- Establish and maintain effective working relationships with colleagues including support staff.
- Be familiar with and comply with the Academy's Health and Safety policies
- Be responsible for the health & safety of pupils when they are authorised to be on Academy premises and when engaged in authorised activities elsewhere
- Adhere, at all times, to the expectations of teachers at Ark Acton Academy, outlined on the final page of this document.
- Any other duties as required by the Headteacher commensurate with the post.

No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Headteacher/ Deputy Headteacher.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified to at least degree level in the subject being taught. • Qualified to teach in the UK. • Qualified to work in the UK. • QTS. 	<ul style="list-style-type: none"> • Further professional qualifications. • Experience of teaching A Level in this subject.
Experience	<ul style="list-style-type: none"> • Ability to deliver consistently outstanding lessons in this subject to pupils of all ages and abilities. • Proven record of significantly raising achievement with all groups of pupils across the age and ability range and of helping them achieve impressive examination outcomes. • Proven commitment to continued professional development and a readiness to reflect and self-evaluate to change, improve and develop. 	<ul style="list-style-type: none"> • Experience of having worked successfully in at least one school in an urban, multi-cultural setting, teaching pupils from backgrounds of socio-economic disadvantage. • Successful experience of working particularly with high ability or SEN pupils.
Knowledge	<ul style="list-style-type: none"> • Thorough knowledge of the requirements of the National Curriculum in the subject. • An understanding of the ways that cognitive Science can improve teacher effectiveness. • An understanding of the strategies needed to establish consistently high aspirations and academic / behavioural standards in an urban school setting, and a commitment to relentlessly implementing these strategies. • Knowledge & experience of Safeguarding & Child Protection issues. 	<ul style="list-style-type: none"> • Thorough knowledge of Key Stage 4 and Key Stage 5 specifications in the subject. • Actively informed of developments in your subject area, and of broader pedagogic developments at local, national and international levels.
Skills	<ul style="list-style-type: none"> • Excellent interpersonal and listening skills; a high degree of emotional intelligence; and an effective oral and written communicator with children, staff and parents. • The ability to develop positive relationships with all young people. • Well-developed planning & organising skills including time management, prioritisation, delegation and administration. 	<ul style="list-style-type: none"> • An ability and willingness to teach across more than one subject. • A proven ability to use data confidently and forensically to inform and diagnose weaknesses that need addressing, and ability to plan effectively in order to raise individuals' and cohorts' attainment.

	<ul style="list-style-type: none"> • Sound judgement and problem-solving skills. 	<ul style="list-style-type: none"> • Competent user of ICT.
Motivation	<ul style="list-style-type: none"> • Willing to be fully engaged in the whole life of the school including extra-curricular activities. • Willing to be a form tutor. • Committed to teamwork and working collaboratively with colleagues. • A commitment to the safeguarding and welfare of all pupils. 	<ul style="list-style-type: none"> • Experience of leading successful enrichment and extracurricular activities, which inspire and motivate learners.
Attributes	<ul style="list-style-type: none"> • A clear passion for your subject. • The ability to enthuse and inspire others. • Passion, resilience, maturity and optimism to lead through day-to-day challenges while maintaining a clear strategic vision and direction. • Confidence and self-motivation to work well and be decisive under pressure. • A high level of honesty and integrity. • Personal stamina & energy including a good record of attendance. • A firm and constant belief in the unlimited potential of every pupil and a commitment to inclusive educational provision. 	<ul style="list-style-type: none"> • An entrepreneurial attitude.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands, or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click [this link](#).

Ark Schools are committed to attracting, developing and retaining a diverse workforce, with a broad range of backgrounds, experiences and perspectives. To read more about Ark's diversity and inclusion statement, please click [this link](#).