St John Bosco College

Job Description: Second in Charge (2iC) - Science

Teachers' Pay Scale [Inner London] plus TLR 2.1 (£3,527pa)

Effective from: September 2026

Supporting the Head of Department in leading a high-performing Science team, the Second in Charge will have a clear focus on securing excellence at Key Stage 3, ensuring students develop strong scientific foundations for GCSE, A Level and beyond. The post holder will play a key role in driving curriculum quality, teaching standards and student outcomes, with opportunities to extend leadership across other key stages in line with departmental and whole-school priorities.

Responsibilities

In addition to the duties laid out in the latest edition of the School Teachers Pay and Conditions Document and those detailed in the job profile for "Teacher of Science", the Second in Charge of Science will be expected to deputise for the Head of Science as appropriate and support:

Leadership and Staff Development

- Act as a key support to the Head of Department and deputise when required
- Model exemplary practice in teaching, assessment and professional conduct
- Support and develop staff, including ECTs, through coaching, mentoring and high quality CPD
- Contribute to the recruitment, induction and retention of high quality staff
- Promote a positive, collaborative and high-performing team culture

Curriculum and Teaching Quality

- Lead KS3 provision, ensuring a well-sequenced, knowledge-rich curriculum that prepares students effectively for GCSE
- Drive consistency, engagement and high expectations across the KS3 team, securing strong foundational knowledge and skills
- Lead KS3 home learning to support knowledge retention, retrieval practice and independent study
- Monitor teaching through lesson visits and support improvement through developmental feedback
- Ensure resources are up-to-date, high quality and aligned with curriculum requirements
- Lead curriculum evaluation and refinement based on student outcomes, research and best practice
- Work closely with KS4 leads to secure strong transition and progression to GCSE and Sixth Form

Data and Outcomes

- Support tracking and analysis of student progress, particularly at KS3
- Identify underperformance and lead strategies to close gaps
- Lead interventions for students at risk of underachievement
- Support accurate assessment, moderation and effective use of data to inform teaching and curriculum improvement
- Report KS3 progress trends to the Head of Department and senior leaders as required

Enrichment

- Lead KS3 enrichment, including trips, clubs, competitions and STEM-related opportunities
- Ensure enrichment activities complement curriculum learning and raise aspirations in Science

- Support links with external partners, universities and organisations to enhance student experience

Operational Responsibilities

- Support the organisation of departmental systems, routines and resources
- Work with technicians to ensure efficient, safe and high-quality practical delivery
- Contribute to departmental self-evaluation and improvement planning
- Ensure departmental systems support safe and effective practical science in line with statutory requirements

General Responsibilities

- Support whole-school priorities and uphold the values and ethos of St John Bosco College
- Undertake any other reasonable duties as directed by the Headteacher

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Outline of Key Abilities
You are asked to focus upon demonstrating the extent to which you meet each of the selection criteria when wring your personal statement which you will find under Section 6 of the application form. Please read the candidate guidance under that section
Key:
E – Essential D – Desirable A – Application Form I – Interview/Selection Process

	Qualifications and Professional Development	**E**	**D**	**A**	**I**
1	Good honours degree in a relevant subject	√		√	
2	Qualified Teacher Status	√		√	
3	Evidence of good or better teaching	√		√	√
4	Recent and relevant professional development	√		√	√
5	Willingness to further develop professional skills	√			√
	Experience	**E**	**D**	**A**	**I**
6	Proven track record of raising standards	√		√	√
7	Experience of supporting curriculum development (e.g. KS3 or KS4)	√		√	√
8	Experience of using data to inform teaching and interventions	√		√	√
9	Experience of leading initiatives or contributing to departmental improvement	√		√	√
10	Experience of coaching, mentoring or supporting colleagues (e.g. ECTs)	√		√	√

11	Experience of line management		√	√	√
12	Experience of managing resources effectively		√		√
Leadership and Management Skills		**E**	**D**	**A**	**I**
13	Ability to support the Head of Department and deputise when required	√			√
14	Ability to lead a defined area (e.g. KS3) effectively	√			√
15	Ability to motivate, inspire and develop staff and students	√			√
16	Ability to challenge and support colleagues to improve practice	√			√
17	Ability to contribute to departmental evaluation and improvement planning	√			√
Teaching, Learning and Curriculum		**E**	**D**	**A**	**I**
18	Strong understanding of effective teaching, learning and assessment	√		√	√
19	Ability to deliver high quality, engaging lessons	√			√
20	Ability to develop a well-sequenced and ambitious curriculum (particularly KS3)	√			√
21	Knowledge of recent developments in teaching and learning	√			√
22	Effective use of assessment and feedback to improve student outcomes	√		√	√
23	Understanding of how technology can support learning	√			√
Data and Outcomes		**E**	**D**	**A**	**I**
24	Strong understanding of data and its use to inform practice	√		√	√
25	Ability to identify underperformance and implement effective interventions	√		√	√
26	Understanding of how departmental evaluation informs improvement	√			√
Personal Attributes		**E**	**D**	**A**	**I**
27	Commitment to supporting the distinctive nature of a Catholic school and Salesian ethos	√		√	√

28	Commitment to inclusion and high expectations for all students	√			√
29	Excellent communication, interpersonal and organisational skills and the ability to work collaboratively	√		√	√
30	Genuine enjoyment of working with young people	√		√	√
31	Resilience and ability to manage workload effectively	√		√	√
Safeguarding and Equal Opportunity		**E**	**D**	**A**	**I**
32	Knowledge and understanding of relevant legislation and guidance in relation to working with, safeguarding and the protection of children	√			√
33	Understands the importance of ensuring that all children and staff feel safe and included	√		√	√
34	Understanding of equality of opportunity issues and how they can be addressed in schools	√			√
35	Commitment to safeguarding and protecting the welfare of children	√		√	√