

# HOW TO MANAGE AN OUTSTANDING KEY STAGE 5 SCIENCE DEPARTMENT

CODE 7628

## ABOUT THIS COURSE

This brand new course is designed for all Heads of Science in Sixth Forms and post-16 institutions, looking to enhance standards, make changes, build further into outstanding.

Examining the responsibilities and characteristics of effective leaders and introducing a wide range of strategies to effectively manage and improve curriculum planning ensuring all students needs are met. The course will look at both the strategic and people management aspects of the role. We will cover strategies to identify and address areas of weakness, introducing new practices to drive up progression and achievement, and carrying out management responsibilities whilst inspiring and motivating your team.

Although the course is designed for sixth form and other 16 – 18 sectors, the practical advice, guidance, and methods are applicable to all Heads of Science, and all those looking to move into the role.

This wide-ranging course has been designed to prepare you for your new responsibilities. Tone up your leadership skills, strengthen your curriculum planning and learn how to build the foundations of an outstanding department.

## PROGRAMME

TIME

### Using effective techniques to drive improvement

10.00 – 10.45am

- Understanding the importance of key documents including those for inspection.
- Utilising a range of reports and key documents to conduct a department evaluation, identify areas of weakness and drive improvement.
- Utilising student voice and complaints – how to encourage, assess and respond
- Recognising causes of weakness

Discussion: coffee break

10.45 – 11.05am

### Leading outstanding Teaching and Learning

11.05 – 12.30pm

- Implementing effective strategies to ensure a consistent and effective experience for all learners in light of recent curriculum changes.
- Understanding when to be restrictive and when to allow creative autonomy
- The importance of high expectations and discipline
- Utilising a range of monitoring tools to track performance, recognise underachievement and motivate learners in order that they meet the needs of the new curriculum.
- Selecting appropriate pathways for learners: recognising exceptional circumstances and balancing the needs of the student and school/college

Lunch and informal discussion

12.30 – 1.30pm

### Staff Development: How to support and development your staff

1.30 – 3.00pm

- Understanding the role of middle leaders and the characteristics of good leadership
- How to run effective meetings, appraisals and observations
- How to introduce change: reducing resistance and addressing concerns
- Strategies to deal with difficult situations, underperformance and a range of personalities
- Supporting the professional development of your team

Discussion: afternoon tea

3.00 – 3.05pm

### Promoting your science department

3.05 – 3.45pm

- How to introduce STEM careers to raise aspirations, improve progression, motivate learners and build links with the community
- Exploring enrichment & enhancement: opportunities both within and out of school/college to engage learners, develop skills and support progression
- Inspiring and supporting the team to develop new initiatives and take on additional responsibilities

## LOCATION/DATE

London

Wednesday 13 November 2019

Tuesday 21 January 2020

## COURSE LEADER

**Michael Brown** has been an examiner for 15 years and has worked in post 16 education for 23 years, initially as an A-level Biology Tutor before progressing to Head of Department and finally STEM and Quality Initiatives Manager.

## WHO SHOULD ATTEND?

- Heads of Teaching and Learning
- Heads of Science
- Heads of Biology
- Heads of Chemistry
- Heads of Physics
- Aspiring Heads of Science

## BENEFITS OF ATTENDING

- Understand the importance of key documents and processes including inspections, appraisals and observations
- Effective monitoring and early intervention strategies that prepare departments for the new curriculum
- Utilise effective techniques and documents to conduct a department evaluation; identifying areas of weakness and understanding their cause
- Implement strategies to address a wide range of weaknesses; ensuring a consistent, enjoyable and effective learning experience for all learners
- Understanding of the role of middle leaders and the characteristics of good leadership; developing strategies to drive improvement and address underperformance
- Increased understanding of your team: utilising strategies to support, motivate and manage a range of situations and personalities
- Utilise a range of strategies to raise aspirations, engage learners and improve the progression into post 16 science courses