

Job description

Head of Science

Summary of the role

To lead the future development of Science throughout the Senior School with a strong and clear vision about its place within the school, to provide strong inspirational leadership of staff across all science subjects and to ensure the effective delivery of Science throughout the Senior School.

To take specific responsibility for leading one of the subject disciplines at all levels as appropriate to teach a proportion of the lessons within that subject discipline.

To liaise with the Head of Science in the Junior School to ensure close cooperation and collaboration across the School.

Responsible to

The Head of Science is responsible to the Headmaster, through the direct line management of the Deputy Head Learning, for the organisation of the staff, resources and teaching programmes within each of the science subjects (Biology, Chemistry, Physics and Psychology) in the department and to the Headmaster and Director of Operations for all expenditure within the department and for the implementation of Health and Safety policies, in particular for the safe organisation of all activities and teaching in the department in the covid-19 pandemic.

Specific tasks and responsibilities:

Academic leadership/teaching and learning/curriculum

- To fulfil the role of Head of Science, in line with the school's Job Description for Heads of Department, attached at the end of this document by ensuring that the curriculum is coordinated and delivered to the same standard across all sciences.
- To be responsible for ensuring that the fabric of the Science department is maintained in good order.
- To hold regular meetings with the Heads of Subject and support each Head of Subject in developing long-term development plans for their area.
- In conjunction with the Heads of Subject, to continually review the effectiveness of all of the following:
 - i) The courses offered by current exam boards in relation to those on offer from other exam boards.
 - ii) The qualifications currently pursued by pupils in relation to any others on offer for the equivalent age/ability groups.
 - iii) Departmental SoWs for each year group.
 - iv) Departmental trips, visiting speakers and other such enrichment activities.
 - v) Technologies, textbooks and all other physical resources used by the department.
- To propose any strategic changes to the Deputy Head Learning with an analysis of the advantages, costs and risks of any proposed change.
- To promote and foster academic excellence and a love of the subject beyond the curriculum through academic societies and extra-curricular activities such as STEM, the Problem-Solving challenge working with dedicated staff to promote these throughout the department.

- To promote and coordinate the delivery of science provision in Year 7.
- To lead and coordinate the Double Award Science course at GCSE.
- To develop an atmosphere of intellectual enthusiasm and the open and relaxed sharing of ideas and good practice within the department as a collaborative team.
- To respond to concerns regarding any aspect of the teaching or support provided by a member of department to a pupil with swift, effective and fair quality assurance activities.
- To review academic targets set within the department and monitor staff and pupil performance.
- To ensure that the appropriate members of the School Leadership Team are kept promptly and fully informed of any serious quality assurance concerns.
- To ensure that – both within and outside the classroom – those pupils that show a particular aptitude for or interest in any of the science subjects are provided with appropriate opportunities for academic extension and enrichment.
- To have a clear and practical set of strategies in place to ensure success for all science pupils and to provide support as appropriate.
- To effectively manage the use of science accommodation and resources to create a stimulating and safe environment for teaching and learning and maximise the use of science facilities for all year groups.

Science Teachers and Technicians

To be responsible for:

- The appointment of Science staff (in conjunction with the Headmaster and Deputy Head Learning).
- To clearly communicate the teaching and learning standards and objectives of the department and the whole school to all members of staff within the department.
- The deployment of any teachers of Science in curriculum planning.
- The allocation to all teachers of appropriate rooms for their teaching.
- Keeping Science staff fully informed of the policies and activities of the department and of the school.
- To be responsible for entries to all external examinations, including GCSE/A Level in conjunction with the Heads of Subject, liaising with the School Examinations Officer, examination boards and examiners as required.

Working relationships

The Head of Science will also work closely with:

- Members of the science departments in both the Junior and Senior schools
- Designated SLT members for calendar and long-term planning of events
- The Deputy Head Learning for all other department matters
- All pupils, members of staff and parents who are part of the School's Science department
- Other Heads of Department, to share information and to ensure that the work of the Science department complements other aspects of the School's activity.

No list of responsibilities can fully encompass all that is required of the Head of Science; at the heart of their task is an active enthusiasm and passion for the subject and a total commitment to the young people being taught.

In this particular year, working within the restrictions of the covid-19 pandemic, the Headmaster recognises that considerable flexibility may be needed in order to provide a full and broad science experience for all. This flexibility should be explored in regular line management meetings and in the wider conversations about opportunities for inspiring a love of science at this time.

January 2021

General Job Description for Head of Department: Science

Reports To: Deputy Head Learning and ultimately the Headmaster

Responsible for: Staff in the department

Purpose of Job:

- To lead the academic development of the Science curriculum within the School
- To ensure the progress and attainment of all students within the department so that they meet and exceed their learning goals as set out in YELLIS and ALIS
- To run the Science department efficiently within the allocated resources
- To ensure effective learning takes place on all courses and programmes delivered by departmental staff
- To implement strategies to ensure that high academic standards are maintained throughout the department
- To raise standards and attainment through excellent teaching in person and by all teaching staff within the department
- To plan and implement the departmental budget on an annual cycle, in order to support the learning of students

Main Duties and responsibilities:

Leadership of staff:

- Through effective leadership inspires staff in the department with an enthusiasm for the subject
- Actively participates in the selection processes to ensure the appointment of high-quality staff (including NQTs) to the department, and provides support for new staff throughout their induction and probationary period to ensure that they become successful members of the school
- Holds regular meetings, formal and informal, to discuss departmental matters and to ensure that the department works as a team, progress outstanding items between meetings and making the relevant Deputy Head aware of any issues or concerns
- Assists in the professional development of departmental colleagues, giving them opportunities to develop their skills, knowledge and understanding in line with the School's objectives
- Develops and implements strategies to be used by departmental staff to support the progress and attainment of all learners.
- Supports the department's teachers in their teaching practice, including providing them with strategies to ensure learner progress and attainment, and to effectively manage behavioural and other issues so that they do not impact on the learning of any student in the group.
- Ensures the completion of the peer assessment process as required to support excellent teaching within the department

Leadership of students:

- By personal enthusiasm for the subject inspires students with an enthusiasm for learning
- Allocates students to teaching groups in line with anticipated learning goals to maximise their success
- Coordinating the assessment of students within the department
- Leads behaviour for learning within the department, supporting colleagues and students to ensure excellent standards are upheld
- Tracks and monitors the progress and attainment of all students, implementing remedial action as appropriate where students may not be on track to achieve expected outcomes
- Ensures that regular reports are produced to a high standard in accordance with the School

schedule to advise students and parents/guardians on pupil's current performance and future potential

- Organises and provides additional revision support as appropriate
- Promotes the subject across the School, including providing content for newsletters, curriculum booklets and the School magazine.

Leadership of the curriculum:

- Organises and monitors internal assessments, taking appropriate action to ensure every student achieves the best possible outcome
- Plans and develops the department in line with the School's priorities as set out in the School Development Plan
- Oversees whole school initiatives to support literacy and extended writing
- Oversees the department's contribution to the school's co-curricular programme
- Regularly reviews the department's curriculum plans and schemes of work in line with the department development plan and ensures similar tasks are completed for the teaching of each science discipline
- Selects appropriate syllabuses, books, teaching materials, and methods of teaching for the department, and keeps relevant colleagues informed
- Ensures the completion and record-keeping of relevant processes for examination entry, including controlled assessment and practical endorsements where applicable
- Manages the awarding and submission of assessment data at key reporting times
- Keeps up to date with educational changes and developments in their subject areas and advises the Deputy Head Learning as appropriate
- Responsible for the maintenance of the department's Firefly pages
- Encourages the sharing of good practice in the department through the appropriate use of departmental meeting time, School allocated INSET time, and external INSET courses
- Regularly reviews the teaching and learning in the department by carrying out regular lesson observations of staff and participating in the School appraisal scheme, completing a regular scrutiny of work and producing an annual analysis of examination performance with targets for improvement
- Monitors implementation of department and personal targets throughout the year and identifies any actions required to ensure that targets are met
- Works with other departments to ensure that a full range of cross-curricular activities are provided to students
- Seeks opportunities for educational visits and learning opportunities beyond the classroom

Liaison / links:

- To attend and contribute to Academic Heads of Department meetings
- To work with the Deputy Head and iSAMS Data Manager regarding any changes to staff timetables
- To liaise with the Deputy Head on issues of concern
- To coordinate with subject leaders in the Junior School in order to ensure the smooth transfer of students to the Senior School and to coordinate schemes of work
- To liaise with any relevant outside agencies
- To liaise with parents on academic matters
- To attend the School to advise and support students on Exam results days
- To ensure that Parents' Evenings are attended by the relevant members of the department
- To participate in the Sixth Form Induction Day, before the start of each academic year and Sixth Form Open Evening to ensure that prospective and new students are fully aware of the subject options open to them
- To participate in Royal Russell Day, Entrance Exam days, the School Open Day and one Saturday detention Supervision (half days) each year
- To attend and ensure departmental staff attend the Common Room meetings and INSET

- sessions at the start of each term
- To participate in one School Work Detention (on a Friday) per academic year
- To be a House Tutor, responsible for overseeing the academic, pastoral and co-curricular development of students within their designated Tutor Group, including registering and other House responsibilities as directed by the HOM
- To participate in the co-curricular programme of the school
- To carry out regular school duties, as detailed in the published duty rota

Teaching responsibilities:

- Teaches lessons according to the departmental schemes of work, as indicated by the timetable prepared by the Deputy Head Learning
- Participates in the development of schemes of work and other appropriate syllabus-related materials
- Sets and marks homework according to the published homework timetable and in line with departmental policy
- Submits assessment grades and written reports on students according to the report schedule published

Whole school responsibilities:

- To ensure the work areas under their departmental supervision are locked at the end of the school day with lights switched off and windows closed
- To set high standards of dress, attendance and punctuality
- To be available to take extra lessons to cover for absent colleagues
- To take part in the school staff appraisal scheme, and to keep up with professional developments within teaching
- Ensures the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding and Child Protection Policy at all times, and other relevant policies such as Health and Safety
- To perform other duties as agreed with the Headmaster

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

Person Specification-Head of Department

The person specification focuses on the range of criteria required to undertake the role effectively. Candidates will be assessed from their Application Form and personal statement (A), interview (I) and by an exercise (E), Task (T) or Lesson Observation (L) as appropriate.

Criteria	Essential	Desirable	Measured by/evidence
Education and Qualifications	<ul style="list-style-type: none"> • PGCE with QTS • A good honours degree in a relevant subject • A commitment to continuing professional development 		A A A
Knowledge and skills	<ul style="list-style-type: none"> • A good understanding of the subject matter and the latest developments in the teaching of science-based disciplines • Conveys enthusiasm, energy and passion for the subjects to inspire students to develop a love of learning • Commitment to and experience of using a range of teaching styles and methods that raise attainment and instill a passion for science • A good understanding of how data can be effectively used to track, monitor and improve pupil and staff performance • An understanding of how technology can contribute to learning within and beyond the classroom • Awareness and motivation to enhance teaching and learning by sharing good practice and actively participating in continuing professional development 		A/I/L I/L I/L A/I/T A/I/L A/I/L
Experience	<ul style="list-style-type: none"> • Experience of teaching Science at Year 7 and a specific Science discipline across KS 3-5 • Excellent practitioner and advocate of modern teaching and learning methods • Experience and track record in ensuring that pupil, departmental and whole school targets are met and/or exceeded • Proven track record of effective management of a team 	<ul style="list-style-type: none"> • Previous experience within the independent sector 	A A/L A/I A/I
Personal competencies and qualities	<ul style="list-style-type: none"> • Ability to lead and inspire a diverse teaching team • Ability to lead and inspire students from all backgrounds • Good communication and presentation skills • Strong organisational skills • Excellent ICT skills in Microsoft Office Packages 		I/L I/L A/I/L A/I A/I

	<ul style="list-style-type: none"> • Excellent standard of written English • An understanding of child protection and safeguarding • A willingness to participate in the wider co-curricular life of the school • Demonstrates the compassion and academic overview to be a successful House Tutor • An empathy and enthusiasm for the Christian ethos of the school • Ability to build good relationships with parents, students and colleagues • Pro-active and able to make suggestions for improvement and change • Demonstrates an understanding of the independent education sector 		A/T A/I A/I A/I A/I A/I
Other requirements	<ul style="list-style-type: none"> • Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults • Flexible approach to working hours • Alignment with the ethos and aims of Royal Russell School 		

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