



Hebron School,
Ooty, TN, India

Job Description: Head of Department - Science

Job Title: Head of Department (HoD)	Department: Science
Reports to: Vice Principal - Academics	Effective Date: 1 st August 2025
Location: Ooty, TN, India	
Position Type: Full-time, Residential	

About Hebron: Established in 1899, Hebron School is an independently managed, multicultural international, co-educational residential school. Hebron School broadly follows the structure of the English National Curriculum, culminating in the International General Certificate of Secondary Education examinations (Standard 11), and the General Certificate of Education Advanced Level - AS examinations (Standard 12) and A2 (Standard 13). The school situated in Ooty, adjacent to the Botanical Garden is a lively, busy community in which gifts and talents of both staff and students have ample opportunity for expression and development.

Job Summary:

Hebron School, Ooty, places a strong emphasis on the Sciences as popular and high-achieving subjects at both IGCSE and A Level. We are looking for a teacher of Science, especially Physics, who is able to teach both IGCSE and Advanced level. The applicant should preferably have had experience of teaching GCSE and A level or the equivalent. They will be required to teach pro rata with respect to their role and the needs of the department.

It is essential that the HoD is an organised and good leader who can both teach and oversee the running of the department to continue and build upon its current success.

Responsibilities:

Leadership and Departmental Oversight

- Provide strategic leadership and direction for the Science Department, ensuring alignment with Hebron School's educational philosophy and objectives.
- Develop and implement departmental policies, goals, and curricula in line with the British curriculum and Cambridge International Examinations (CIE).
- Mentor and support Science teachers, fostering professional growth and ensuring high teaching standards.
- Promote innovative and effective teaching practices, integrating technology and hands-on learning where appropriate.
- Line manage the Lab Manager



Teaching and Curriculum Development

- Teach Science subjects across different year groups as needed, modeling exemplary teaching practices.
- Lead curriculum planning and evaluation, ensuring content meets the needs of diverse learners and prepares students for IGCSE and A-Level exams.
- Review and adapt syllabi to reflect current scientific advancements and pedagogical best practices.

Student Performance and Assessment

- Monitor and analyse student performance across all Science subjects, identifying areas for improvement.
- Oversee the development and administration of formative and summative assessments.
- Support students aiming for higher education in science-related fields through guidance and preparation.

Resource and Budget Management

- Manage the Science Department's resources, including labs, materials, and equipment, ensuring their safe and effective use.
- Oversee departmental budgets, including procurement of new teaching aids, equipment, and learning materials.

Collaboration and Communication

- Act as a liaison between the Science Department and other school departments, as well as the Senior Leadership Team.
- Represent the Science Department during parent-teacher meetings, school events, and external conferences.
- Coordinate with external organizations for field trips, guest lectures, and other enrichment opportunities.

Extracurricular and Enrichment Activities

- Organize and support science-based extracurricular activities, including science fairs, clubs, and competitions.
- Promote interdisciplinary initiatives and projects that integrate Science with other subjects.

Requirements:

- Education: Bachelor's degree in a Science discipline or related field; a teaching qualification is required. Experience with Cambridge IGCSE or A-Level curricula



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- Experience: Minimum of 5 years of teaching experience, with at least 2 years in a leadership or departmental role.

Skills:

- Strong leadership and organizational skills.
- Proficiency in curriculum planning and assessment methodologies.
- Effective communication and interpersonal skills for working with students, parents, and staff.
- Ability to mentor and inspire a team of teachers.

Preferences

- Familiarity with integrating technology in teaching and learning.
- Passion for extracurricular science activities and events.

Benefits:

- Opportunities for professional development and growth.
- A supportive and collaborative work environment within the Academics department.
- The chance to contribute to the academic and personal growth of students in a diverse international school environment.
- A beautiful campus and access to excellent resources for teaching and learning

Other information (if any):

Willingness to live and work in a residential school environment, contributing to dorm life and other community activities.

How to apply:

You can apply by submitting the [Preliminary Staff Application](#). For more details, please contact, Human Resource Assistant, at hr@hebronooty.org