**Head of STEM Job Description**

**Context and scope of job**

As Shiv Nadar Schools continue to seek to create, sustain, replicate and innovate its educational practices and move towards establishing multiple schools across India it is proposed to build capacity within the Core Team to appoint a Head of STEM that would work under the Executive Director to develop and secure learning in Science, Mathematics, Technology and Mathematics across all sections of the current three schools and any that will be subsequently opened.

The colleague will work to build capacity in all colleagues working in these areas working in partnership with the Heads of Schools and the Head of Professional Development to create meaningful training opportunities. The role would be envisaged to be both operational and strategic.

**Job Summary**

The principal role of the STEM head is, working with others, to shape, develop and ensure successful implementation of a strategy across STEM learning for provision of high quality, subject-specific development support for primary and secondary teachers that complements existing activity and impacts positively on young people's achievements in STEM.

* Contribute to the development and delivery of a strategy for a sustainable programme across STEM Learning, which builds on that already provided, making long term links with the network of Science Learning Centres and Partnerships and other programmes, and complements other existing high quality provision.
* Working with a range of stakeholders to identify where STEM Learning is best placed to add most value in terms of primary and secondary STEM classes.
* From this, developing and implementing a high quality CPD offer that meets identified current, emerging and foreseeable needs, complements other available support and is progressively more financially sustainable in the medium term.
* Driving innovation in content and delivery so that STEM Learning’s provision remains cutting edge in terms of both delivery and content.
* Working closely with other STEM Learning programmes and activities to ensure that support is always of appropriate high quality and content.
* Ensuring that the activities of STEM Learning contribute fully to the organization wider mission and activities to ensure that all young people have access to world-class STEM education.

This includes, but is not limited to –

* Working collaboratively with other programmes, both within and beyond STEM Learning, to maximise the impact of STEM support on STEM teaching and learning;
* Contributing appropriately to relevant management and governance processes including strategic planning, financial and operational planning, risk management;
* Managing relevant budgets;
* Representing the organisation externally as agreed.
* Line management responsibility of appropriate staff.
* To engage in learning and development activities appropriate to the skills and competences required to fulfil the position.

* Strategic lead for the development and provision of quality assured, evidence based face to face and online Science professional learning for students, teachers, technicians, school leaders and others across the organization.

This includes, but is not limited to –

* Overseeing the development, quality assurance and continuous improvement of a relevant, cutting edge and coherent programme of STEM specific learning.
* Assuring the quality, relevance and efficacy of resources and STEM Inspiration activities provided through the organisation, particularly in terms of an education content
* Ensuring projects achieve their targets in terms of reach, quality and impact of its interventions.
* Increasing the capacity, capability and credibility of the organisations STEM education expertise.
* Work with the Heads of School. to provide a coherent, viable portfolio of support for STEM teaching and learning across the organisation. This will meet emerging as well as current needs and build on the strengths of STEM learning to deliver, a sustainable framework of support, with proven impacts on young people’s outcomes in STEM alongside teacher recruitment and retention in these key subject areas.
* The need to work effectively and collaboratively with a wide range of internal and external partners, balancing priorities and resources to achieve optimum results.
* Managing expectations of internal and external stakeholders – often operating with constraints determined by third parties.
* Time management and dealing with competing priorities and pressures – ability to manage own workload and also communicate clearly and collaborate effectively with colleagues to maximise outcomes.
* Remaining up to date with relevant changes and development within education policy and practice, relevant to the organisation, the wider network and future plans.
* Ensuring innovation and creativity underpins the development of the support offer, whilst maintaining and growing further the impacts on teacher and student outcomes.

*Reports to*

* Executive Director Shiv Nadar Schools
* CEO and Trustee

*Supervisory coaching and mentoring Responsibilities*

* Heads of Mathematics, Science, Technology across schools
* CPD in collaboration with the Head of CPD

*Partnerships*

* Director Senior
* Principals of Schools (Who report to Executive Director)
* Head of CPD/Teacher Empowerment
* Head of Human Resources
* Heads of Senior, Primary and Pre-Primary schools