DEVONSHIRE HOUSE PREPARATORY SCHOOL

Information for those applying for the following post:

**Head of Science**

This is a full time post, starting in September 2018.

The School day for pupils is from 8.20 a.m. until 4 p.m. and staff members are asked to be in School from 8 a.m.

In the Upper School classes are taught by subject specialists, with the Form Teacher being responsible for the pastoral care and welfare of the children.

Experience of teaching in U.K. schools is desirable but not essential.

Shortlisted candidates will be called to interview. They should bring with them their original qualifications, a passport or other proof of identity. If not a UK citizen they should bring with them proof of their entitlement to work in the UK. An offer of appointment will be subject to a satisfactory DBS Clearance and the receipt of references satisfactory to the School.

The interview process will involve:

* Teaching an observed 40 minute Science lesson to a Year 6 – 8 class.
* A tour of the School with the Deputy Head
* An interview with the Headmistress and Deputy Head - Academic

Devonshire House Preparatory School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau. Devonshire House Preparatory School is an equal opportunities employer.

If the candidate has lived in a country other than the UK for a period of 3 months or more since the age of 18, a foreign criminal policy check will be required irrespective of whether they worked in those countries. ​

DEVONSHIRE HOUSE PREPARATORY SCHOOL

Devonshire House Preparatory School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Devonshire House Preparatory School is an equal opportunities employer.

The school is divided into three sections: the Early Years is for children from Nursery to Reception, the Junior School is for children from Year 1 to Year 3 and the Upper School is for children from Year 4 to Year 8. Our girls tend to leave us at the end of Year 6, to London day schools, and the boys at the end of Year 8, also to day schools and generally through Summer ISEB 13+ Common Entrance, although some take January examinations.

**JOB DESCRIPTION**

**Head of Science**

SUBJECT CO-ORDINATORS

In addition to normal teaching duties the Head of Science is responsible for the running of the Science Department, including:

1. Reviewing and updating the whole school Science curriculum. (Devonshire House runs a two-yearly cycle of curriculum review.) When necessary rewriting the detailed planning of the Upper School Science Curriculum.

2. Keeping in touch with the ISEB about the 13+ Science curriculum, and London day schools about their 13+ entry requirements and specifically any changes in topics or areas to be covered.

3. Maintaining assessment records of all pupils and monitoring individual and general progress.

4. Organising trips and other events of a scientific nature to enhance the Curriculum.

5. Preparing an annual development plan and budget for the Headmistress and overseeing all expenditure within the department.

TEACHING

1. To teach Science and at least one other subject, as agreed with the Headmistress and Deputy Head Academic, to classes from U4 to U8. (Y4 – Y8).

2. To follow schemes of work, prepare termly plans and weekly lesson plans for his or her subjects as indicated by the Devonshire House Syllabus.

3. To take on the role of Form Tutor to a class as agreed with the Headmistress and Deputy Head Academic. To be responsible for the pastoral care of the children in that class, including the teaching of the school’s PSHCEE syllabus.

4. To teach lessons at the times stipulated on the school timetable.

5. To maintain order and good discipline among pupils and safeguard their health and safety.

6. To set, mark and record work to be done in school and for homework.

7. To carry out all other duties, in and out of the classroom, including out of school activities and outings, care of the environment, display and overall care.

8. To make regular assessments of pupils’ attainment and progress and enter pupils half termly grades on the academic database.

9. To write reports on pupils’ attainment and progress twice per year.

10. To attend parents’ evenings to discuss pupils’ progress with parents.

PROFESSIONAL DUTIES

1. To attend to any other matters as detailed in the Staff Handbook.

2. To attend staff meetings to discuss curriculum, pastoral and other matters.

3. To be familiar with and to follow guidelines as set out in the school staff policy documents, with particular reference to Health and Safety.

4. To attend weekly staff briefings.

5. To supervise, or, in other ways cover, the class or duties of a colleague on short-term absence.

6. To take assemblies on a periodic basis.

7. To promote a good standard of pastoral care.

8. To share in the pastoral duties on rota basis, e.g. break and lunchtime duties.

9. To attend other School Events in the course of the year such as Parents Evenings, School Fairs and Carol Concerts.

10. Periodically to review programmes of work and methods of teaching.

11. To attend courses to develop professional skills.

GENERAL

1. To work in a co-operative, diplomatic and flexible manner.

2. To foster and maintain good working relationships, acting as a courteous, friendly and business-like member of the school team.

3. To maintain good practice in terms of staff attendance, discipline and professional attitude in the school.

4. To keep the Headmistress, Deputy Head Academic and Deputy Head informed of any relevant matters concerning pupils or staff.

5. To work with the administrative staff in order to ensure the smooth running of the school on a day-to-day basis and on special occasions.

6. To undertake such additional duties as might be reasonably requested by the Headmistress or other authorised person.

Elements of this job description may be re-negotiated periodically.