



## **JOB DESCRIPTION**

### **Head of Physics**

This is an exciting opportunity for a dynamic, energetic and well qualified teacher to lead our Physics Department. A willingness to contribute to extra-curricular activities and to play a full part in the life of the school is essential.

This post would suit all levels of previous experience including those recently qualified to the profession.

Seaford College is an HMC co-educational boarding and day school that nurtures academic excellence, sporting success and creative talent. The 400-acre campus on the edge of the South Downs, is an area of outstanding beauty.

### **Head of Department**

This job description and Seaford College's Employment Policies, terms and conditions for Teaching Staff set out the terms upon which you will be employed by The Johnson Trust Limited at Seaford College.

Seaford College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description may be amended at any time following discussion between the Headmaster and member of staff, and will be reviewed annually as part of the performance management process.

**RESPONSIBLE TO:** Headmaster and Governing Body

**REPORTING TO:** Head of Faculty and Deputy Head

**REPORTING TO THE HEAD OF THE DEPARTMENT:** Departmental staff

**COMMITTEES:** Head of Department (HoD)

**PURPOSE:** The primary role of the Head of Department is to lead and manage their department in such a way as to ensure that all pupils and members of department are positively encouraged to develop their potential to the full. The HoD is responsible for the quality of teaching and learning in their department.

## **RESPONSIBILITIES**

### **Primary responsibilities**

#### **Academic**

- To monitor, ensure and maintain the highest standards of teaching and learning in the department.
- Plan, implement and review the curriculum for their subject.
- Produce a Departmental Handbook which includes Programmes of Study and Schemes of Work which take account of, where appropriate, the requirements of the National Curriculum.
- To raise and maintain both the standards and expectations of the department through the monitoring and analysis of assessment data.
- To keep assessment records and monitor student progress in the department. To provide a marking policy for the department, in line with College policy. To modify syllabus choice or schemes of work to maximise educational benefit to the students and their chances in examinations.
- Liaise with the Prep School to ensure that there is a continuity of curriculum through the Key Stage 3 age range.
- Prepare 'Oxbridge' candidates for interviews and examinations beyond A2 level.
- Encourage the use of ICT by both staff and pupils in the department.
- Setting and monitoring Challenge Grades for all pupils taught in the department.
- Produce an annual report and a development plan with specific reference to examination results.
- Monitor the quality of teaching and learning in the department via lesson observations and work scrutinies.
- Contribute subject specific information to the GCSE and A level options booklets and offer advice to prospective students.
- Oversee any PGCE trainees and/or NQTs in the department.
- To arrange for regular departmental trips relevant to topics being studied.
- It is expected that HoDs are in College on the day of GCSE and A level results, and they should ask the Headmaster's permission if they cannot be.
- To carry out any other key tasks which the Headmaster may reasonably assign.

#### **Administration**

- In liaison with the School Finance Manager, to create, and implement the departmental budget in line with the school development plan.
- Develop and train staff in the department; participate in appraisal arrangements; liaise with the Senior Master to ensure that necessary staff training is identified and implemented.
- Hold regular Departmental Meetings, retaining minutes, to review progress and give any assistance needed to implement the department's programme.

These meetings should ensure that there is effective communication and a unified sense of purpose within the department.

- Represent the department in all matters within the School such as; attendance at HoDs' meetings -liaising with other departments, pupils and the Deputy Head (Sixth Form), Exam's officer on all matters concerned with the timetable and Curriculum, setting arrangements, external exam entries etc. Organise the setting and marking of internal exams, also CE and Scholarship papers.
- Ensure that the departmental stock and equipment are well cared for and economically used. Keep the department within its budget, advising the Deputy Head (Academic) of equipment requirements and producing annual accounts to the Bursar where necessary.
- Supervise the work of support and technical staff and monitor items relating to the safety of pupils and staff.
- Ensure that the departmental rooms present a stimulating environment for pupils.
- Organise events such as extracurricular visits, foreign exchanges, field trips etc. that will continue to foster the academic ethos throughout the School.
- To attend School INSET and advise SMT of Departmental requirements.
- To maintain the departmental teaching space and display areas, and liaise with the Health and Safety committee.
- To assist in the appointment of new staff to the department and to be responsible for the induction, advising and supporting of members of the Department, particularly new staff or student teachers.
- To liaise with other departments and develop cross-curricular links.
- Attend Open Mornings and other all-College events.

## **GENERAL MATTERS**

To take a full part in the wider life of the school including being fully involved in extra-curricular activities. To assist in such duties and activities relating to the general administration and control of the school as the Headmaster and Governing Body shall, from time to time, reasonably required.

## **SAFEGUARDING:**

Seaford College complies fully with the DfE Guidance 'Keeping Children Safe in Education' and is committed to safeguarding and promoting the welfare of children and young people. The jobholder is expected to share this commitment and comply with all associated internal policies and procedures.

In addition, the job holder will ensure that all IT staff understand and comply with Safeguarding policies and procedures and work with relevant colleagues so as to make sure that all children are safe at all times. This role is essential in ensuring that the School provides a safe online environment for all students and staff.

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