

## **Twyford School**

### **HEAD OF SCIENCE**

#### **Job Description**

##### **Outline**

To lead and co-ordinate the teaching of Science throughout the Prep School.

##### **Detail**

- To take responsibility for the teaching of Science throughout the Prep School and to liaise with the Pre-Prep to ensure continuity.
- To ensure all schemes of work are in place and are suitable for each year group and the range of abilities therein.
- To ensure IEPs are used as appropriate in all Science lessons.
- To mentor and monitor teachers of Science in the School.
- To liaise with the Director of Studies, who will be their line manager, on matters pertaining to curriculum and timetabling, particularly professional development and current trends.
- To liaise with the Head of Teaching and Learning on matters pertaining to their own teaching practice and that of members of their department
- To assist in placing pupils in the appropriate sets.
- To teach Science to pupils at all levels, including Common Entrance and Scholarship Scholarship preparation.
- To take responsibility for Health and Safety within the Department.
- To work within the School policies and guidelines, particularly the Twyford School Code of Conduct and Teachers' Standards.
- To comply with all the requirements in the generic Head of Department Job Description (see elsewhere).
- To be part of the weekly duty team. This includes: supervision of morning assembly/chapel, breaks, lunch times and departure. To fulfil one evening duty

each week, assisting with supervision of the boarders and offering suitable activities in line with your own abilities and interests.

- To be a form teacher (registration/prep supervision) and/or tutor (pastoral/academic guidance).
- To be attached to one of the four House groups, within which internal competitive activities are organised.
- To play a full part in the life of the School, including extra-curricular activities

*This job description is subject to annual review*

*December 2017*

## HEAD OF SCIENCE

### Person Specification

	<b>Essential</b>	<b>Preferred</b>
<b>Qualifications</b>	Degree	In Science
	Teaching qualification	
<b>Experience</b>	At least 3 years' teaching experience	Experienced in teaching 7-13 year old pupils
<b>Management</b>	Ability to manage people	Experience in managing people
	Ability to manage a budget	Evidence of experience
	Understanding of health and safety implications of managing Science labs and materials	Experience of managing Science labs and materials
<b>Personal</b>	Passionate about Science	
	Enthusiastic communicator	
	Self-motivated with good organisational skills	
	Ability to work in a co-operative environment	
<b>Other</b>	Pastoral experience	Boarding school experience
	Willingness to participate in the extra-curricular programme	Expertise/experience in extra-curricular activities