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An independent 0 - 18 girls' day and boarding school in Eastbourne



### *The post of Head of Science and Psychology*

Roedean Moira House is a member of the Roedean Group of Schools, a small group of schools dedicated to Roedean's vision of high-quality education. It is a leading independent day and boarding school in a magnificent location in the coastal town of Eastbourne, nestling in the leafy suburb of Meads, with views over the sea.

Roedean Moira House provides an excellent all-round education to around 300 girls from Nursery to Sixth Form, ensuring every student has the opportunity to attain her highest academic, artistic, musical, social and sporting potential.

Roedean Moira House's educational model is to offer a genuinely holistic and academic education which enables pupils to enjoy their education, develop their own interests, and discover their academic passions and we are committed to academic excellence, high-quality pastoral support, and an exceptional range of opportunities beyond the curriculum, all within a friendly and supportive atmosphere.

### *The Role*

The Head of Science and Psychology will promote the teaching of Science throughout the school, seeking to develop challenging, engaging lessons that instil a culture of respect and enquiry based learning.

## ***Job Description***

### **General Management Duties**

The Head of Science and Psychology provides effective leadership and management and thereby build and maintain an effective teaching team which continually enhances the quality of learning and achievement.

The Head of Science and Psychology is responsible for the management of the journey of their subject through the Senior School in these areas where it is delivered.

### **Management**

- To attend Academic Board meetings as announced.
- To organise department meetings.
- To organise effective weekly, term time, minuted/recorded communication with Science department members (e.g. briefings, circulars, etc).

### **Leadership**

- To inspire department members who deliver the subject(s) throughout the Key Stages (3 to 5). To lead by personal example and hard work.
- To manage the human resources at the department's disposal effectively, including teaching, non-teaching and support staff.
- To create a vision, sense of purpose and pride in the department across all Key Stages of Roedean Moira House.
- To co-ordinate the production and maintenance of the department handbook, and to implement, monitor and evaluate all of its policies and documentation across the Key Stages as appropriate.
- To be responsible for continuously improving the quality of teaching and learning in the department making constructive use of whole School initiatives such as Appraisal/Performance Management.
- To be responsible for maintaining discipline in the department including supporting staff during lessons when appropriate and organising a department detention and support session.
- To play a major role as a middle manager in the development of all aspects of the School, including its policies and their implementation.
- To develop and maintain effective methods of communication with the Principal, SLT,, SMT, other staff, pupils, parents, Governors, external agencies and the wider community (including business and industry), etc.
- To identify and applaud areas of success for individual teachers/staff and the Faculty as a whole.
- To help create an effective team by promoting collective approaches to problem-solving and curricular/department development, e.g. consult when writing the whole Department contribution to the School Development Plan and produce resources as a team.
- To chair and produce the agenda for effective department meetings attended by all teachers/staff delivering the subject(s) at all Key Stages. To ensure minutes are made, kept secure and others informed as appropriate.
- To ensure appropriate departmental implementation of School assessment and target setting policies, and ensure that there is effective use of data, where available, to monitor and evaluate the achievement and attainment of pupils in each subject.
- To initiate/maintain the provision of extra-curricular activities, e.g. the use of resources after School/lunch breaks or a club, etc.

### **Faculty-wide Curricular/Departmental Development**

- To ensure that each Department in the department monitors its contribution towards continuity and progression within the whole School curriculum.

- To oversee the departmental development plan (containing each subject development plan), its implementation and the part it plays in the whole School development.
- To ensure that each department develops comprehensive schemes of work which include a range of teaching and learning styles providing a rich experience for pupils, and that each incorporates a variety of assessment methods at key points to enable accurate judgements on pupil progress.
- To ensure each department develops strategies for the pupils' spiritual, moral, social and cultural development, including citizenship.
- To monitor and evaluate the teaching in the department; take the initiative in identifying strategies to support consistency of practice and be a lead practitioner in the team.
- To ensure that there are departmental strategies and procedures (using national and School guidelines) for teaching and learning for pupils with special educational needs.
- To work with the SEND and EAL staff to ensure that each department sets subject-specific targets, and matches its curricular materials and approaches to pupil needs. To implement the School Accessibility Plan as it applies to each department in the department.

### **Stock/Resources/Budget**

- To ensure that the department manages stock, teaching resources and finances efficiently, and to obtain best value for money.
- To ensure that the department maintains an inventory of stock items and manages an annual stock audit.
- To ensure that the department carries out stock disposal in accordance with Faculty, Department and School policies.
- To ensure that the department stores resources in such a way as to enable quick and easy access by all staff (and pupils where appropriate).

### **Liaison/Communication**

- To meet regularly and work with the SLT for professional support and to develop effective faculty management.
- To ensure that the department oversees and monitors the accuracy of exam entries and dates and that the department works effectively with the Examinations Officer.
- To act as the initial person for others to contact regarding all issues relating to the faculty.
- To ensure that the department liaises with colleagues from other Key Stages and sectors in order to provide a smooth transition between schools and phases for all pupils.
- To ensure that the department liaises with other curriculum co-ordinators in order to develop integrated schemes of work, e.g. Numeracy, Literacy, SEND, ICT and Citizenship.
- To inform staff about new developments and ideas related to the subject and their department by means of a regular formal written communication - to include department meeting agendas, etc.
- To ensure that the department co-operates with the Health and Safety management and inspection process.
- To ensure that the department manages the provision of information to parent/carers and other staff about curricular choices, and choice of teaching groups for individual pupils and groups of pupils.
- To provide helpful and accurate responses to parent/carer enquiries.

### **Professional Development**

- To provide or organise in-service training for the department staff (teaching and non-teaching) as appropriate.
- To have day-to-day responsibility for the monitoring, support and assessment of trainee (ITT) and newly qualified teachers (NQTs) in the Faculty.

- To identify development opportunities for staff within the department and through external agencies or courses.
- To delegate tasks in a way which maximises the use of available talent, experience and enthusiasm and provides development opportunities for all staff.
- To use the Performance Management cycle to assist in enhancing the professional development aspirations of colleagues.
- To ensure that each member of the department is keeping up-to-date with developments and new ideas related to the subject.
- To ensure that each member of the department is keeping up-to-date with developments in School policies and procedures.

### **Line Management**

To be the line manager for each member of the Science Department. This includes ensuring that the School's policy and procedures for Performance Management are being adhered to.

### ***Person Specification***

- Specialist Teacher of Science with a good honours degree
- The ability to teach another Science would be an advantage
- Much administrative work is computer based and a good level of ICT is necessary. All school reports and grades are written onto the School's Information Management System.
- An enthusiastic, committed and motivated contributor to the wider activities of the department.
- An individual who is able to work independently as well as in a supportive team.
- Statutory NQT induction is provided.

### ***Package***

**Salary:** Appropriate point on Roedean Moira House Teaching Scale.

Other benefits include:

- Teachers' Pension Scheme
- Remission of fees for a daughter attending the school, in line with the current policy of the governing body, subject to the usual standards and procedures for admission
- Free school meals whilst on duty

### ***Safeguarding***

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Principal and relevant agencies.

Roedean Moira House is an equal opportunities employer and is committed to the safeguarding of children. In addition to normal pre-employment checks, this appointment will be subject to a prohibition order check, an enhanced DBS check and a safeguarding interview.

***Appointment details and how to apply***

Applicants must complete the application and return it to [recruitment@moirahouse.co.uk](mailto:recruitment@moirahouse.co.uk) or via post to Sarah King, Head of HR, Roedean Moira House, Upper Carlisle Road, Eastbourne, BN20 7TE.

The deadline for applications is 9am, Thursday 15 March 2018.