**PRIVATE AND CONFIDENTIAL JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | Date | September 2018 |
| **Job Title** | Head of Department | | |
| **Post** | Head of Science | | |

**TERMS AND CONDITIONS OF EMPLOYMENT**

The post is subject to the following conditions:

a Details as laid out in the contract of employment issued on behalf of the Governing Body.

b The other conditions set out in this job description and agreed aspects of professional development relating to targets and criteria for successful development.

c Commitment related to directed hours, as detailed in the job description.

**GENERAL ROLE DESCRIPTION**

The post requires you to teach Science at Hill House School.

You will be expected to take on the responsibilities listed below:

a Endorse and support the aims and philosophy of the school.

b Have a positive attitude towards the children and their work and to encourage the same attitude in others.

c Foster positive relations with colleagues and to encourage a supportive staff.

d Promote parental interest and understanding.

e Participate in established rotas.

f Be responsible for establishing and monitoring progress of class‑based and centrally based resources for curriculum areas co‑ordinated by the post‑holder.

g Prepare guidelines for specific curriculum areas for use within the school, with relation to the desirable outcomes and curriculum.

h Assess, record and report on the progress of every pupil in the class, in relation to the relevant polices of the school.

i Take a full part in the pastoral care and discipline of the pupils in your care.

**SPECIFIC PERSONAL RESPONSIBILITIES**

# Head of Science

# 

* To lead the Science Department at Hill House, taking overall responsibility for the subject throughout the school:

**Academic**

* To be responsible for the overall development of Science throughout the School, maintaining close contact with Junior School Co-ordinator.
* To monitor the quality of teaching and learning in the Science Department, including the regular undertaking of lesson observations and work scrutiny.
* To be responsible for overseeing the production of written guidelines for the subject in consultation with co-ordinators, Headmaster and staff.
* To monitor and review the Science curriculum throughout the whole School.
* To maintain a suitable range of Science trips.

**Sixth Form**

* To foster strong relationships with partner university Science Departments,
* To make provision for attendance by Sixth Formers at University Science events and lectures.
* To guide and advise Sixth Formers in their applications for Science degrees at university.

**Resources**

* To control, evaluate and requisition books, materials and equipment for the teaching of Science and to monitor the storage of equipment.

**Staff**

* To advise and keep the staff up‑to‑date concerning the resources available in school for the teaching of this subject.
* To arrange INSET for members of the Department as appropriate
* To assist SMT with appointments to the Department
* To appraise members of the Department in line with the school’s Performance Management Policy

**OTHER RESPONSIBILITIES**

**Committees**

To serve on any subsidiary groups and committees on to which you are invited, including the school’s Academic Committee

**Activities Time**

To take a full part in the activities programme each term.

**Pastoral Care**

To serve as a Form Tutor and provide a supporting pastoral role for all children you teach.

**DIRECTED TIME**

Dates of staff meetings and staff professional development days are produced each term and these are classed as directed time: all staff are required to attend. In addition, meetings associated with staff development and appraisal are included, so too are consultation periods for parents and social engagements involving parents/children.

**REVIEW**

This job description will be reviewed in one year, in conjunction with the Staff Professional Development Programme. It may also be amended at any time after consultation with the post‑holder.

I acknowledge that I have received the job description and recognise the consultation process explicit in the details.

|  |  |  |  |
| --- | --- | --- | --- |
| **Teacher** |  | **Date** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Headmaster** |  | **Date** |  |