



HEAD OF SCIENCE

A well-qualified and experienced teacher is required from September 2017 to lead a flourishing and go-ahead Science Department. The Head of Science, who has overall responsibility for Science in the school, directly line manages the Heads of OLA's Science departments and the school's laboratory technicians. The post is becoming vacant following the decision of the current Head of Department to step down from the position after fourteen successful years to concentrate on his pastoral role as a Year Tutor (Head of Year).

The Science staff form a committed and well-motivated team who aim to keep abreast of changes and developments in their subjects. They comprise nine teaching staff and three laboratory technicians. The role of Head of Science is a particularly important one at OLA. Science is a very popular subject in the Oxford area owing to the proximity of two universities, Harwell, Culham and other centres of scientific research. The new Head of Department will be expected to promote the subject, both within and beyond the school, and to build up OLA's links with the wider scientific community.

Science is a compulsory subject to GCSE. In Year 7, pupils study Science in mixed-ability form groups and the curriculum includes topics from all branches of Science. From Year 8, pupils are grouped into ability sets. Biology, Physics and Chemistry are each taught for two periods per week by subject specialists and this pattern continues in Year 9, at which point the teaching of the GCSE specification begins. Currently, the top ability set works towards the Triple Award (AQA) and the others study for the Dual Award.

At Sixth Form level Science has been a popular option for many years and large numbers of students go on to study each of the three Sciences. Many OLA students continue the subject at degree level.

The Department is housed in eight spacious and well-equipped laboratories, most of which are grouped around a central Preparation Room. Apart from the ICT equipment in the laboratories themselves, the school has two ICT suites available for class teaching and individual project or research work.

RESPONSIBILITIES OF A HEAD OF DEPARTMENT

The role of a Head of Department has many aspects including inspiration, communication, management, co-ordination and administration. A Head of Department is responsible for monitoring and evaluating all the work of their department and completing an annual review which includes public examination analysis. This job description outlines the basic functions, but a Head of Department must also be prepared to cope with new challenges as and when they occur.

The primary duties of the Head of Department are to guide and manage the staff, the curriculum and the resources of the department and actively to promote the highest academic standards. The Head of Department is ultimately responsible to the Principal. He/she will work closely with the appointed LT Line Manager and will keep them fully briefed on all matters relating to the department.

The School is committed to giving Heads of Department the support necessary to help them make a success of this extremely important role.

N.B. Some of the areas listed below may be delegated to other members of the department, but the overall responsibility for these remains with the Head of Department.

Standards

- Seek to achieve the highest possible standard of teaching and learning within the department.

Curriculum

- Pay close attention to curriculum developments in the subject area.
- Choose the schemes of work and specifications to be followed throughout the school.
- Ensure that the departmental handbook is kept up to date.
- Organise the setting and marking of examination papers as required for Years 7 – Sixth Form and for the school's entrance examinations.
- Participate in arrangements for preparing pupils for public examinations and in assessing pupils for the purpose of such examinations, and recording and reporting all assessments.
- Take overall responsibility for meeting the requirements of external examinations, including the administration of orals, coursework, continual assessments and controlled assessments.
- Record and report such assessments and participate in arrangements for pupils' presentation for and supervision during such examinations.
- Put in place strategies to ensure standardisation of attainment data across a year group, e.g. common testing, moderation procedures.
- Maintain central departmental records of pupils' progress and to make them available as required. To ensure that tracking data is also sent to the Assistant Head (Teaching & Learning) when required.

Staff

- Participate in the appointment of new staff in the department.
- Make recommendations concerning the deployment of teachers and support staff within the department in the best interests of the pupils.

- When the member of department is a newly qualified teacher, liaise with the Assistant Head (Teaching and Learning) over their professional development and formal induction year.
- Offer advice and support to the staff of the department, encouraging their professional development.
- Carry out the annual performance review of the relevant departmental staff.
- Regularly monitor the work of all members of the department, ensuring that they are following the correct specifications and are adhering to the school and department's marking policy.
- Monitor the quality of teaching in the department by regular lesson observations and checks on the standard and frequency of marking.
- Monitor the provision for all pupils, including the more able and those with special needs.
- Draw up the teaching schedule and discuss it with each member of staff concerned before submitting it to the Assistant Head (Curriculum).
- To organise regular departmental meetings: to prepare agendas, chair the meetings and produce minutes, copies of which should be sent to the Line Manager.

Liaison

- Attend Heads of Department meetings and disseminate information to the department as necessary.
- Liaise with other Heads of Department on cross-curricular matters when necessary.
- Keep the Line Manager informed of any relevant matters within the department.

Resources

- Submit an annual budget proposal for the department and to monitor departmental spending through the year.
- Audit and manage departmental resources, including book stocks, equipment, etc.
- Organise the provision of books and necessary resources for staff and pupils.
- Make appropriate library provision for the subject.

Health & Safety

- Ensure that staff are aware of the current health, safety and security requirements.
- Produce and review departmental risk assessments annually or more frequently as required.

Other Duties

- Prepare a departmental development plan and submit it to the Principal. This plan should be reviewed annually with the department and the Principal should receive an updated version.
- Write and regularly update the departmental handbook and schemes of work for the department.
- Take final responsibility for outings and other departmental activities and to ensure that all formalities, school policies and health and safety procedures are adhered to.
- Provide information on the department as requested e.g. for publicity purposes, options choices, school magazine, Prize Giving.
- Liaise with Year Tutors on holiday work and, if the Tutor agrees that work should be set, to ensure its uniformity across the Year Group.
- Participate in administrative and organisational tasks related to any of the duties described above.

OTHER ASPECTS OF THE POST

The post holder will be expected to take on other duties, such as lunchtime supervision of pupils, and may be asked to contribute to other programmes in the school, such as PSHE. He or she will also be expected to contribute to OLA's extensive extra-curricular programme.

SALARY

OLA has its own salary scale. In addition this post carries a Special Responsibility Allowance (SRA) of six points.

APPLICATIONS

Applicants are asked to submit a completed school teaching staff application form not later than midnight, Thursday 1 December 2016. Interviews will take place the following week.

Our Lady's Abingdon is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.