



The Charles Kalms • Henry Ronson  
**Immanuel**  
College

HMC Independent Jewish Day School for Children aged 4-18

**Academic Excellence**  
**Expert Pastoral Care**  
**Inspiring Jewish Education**



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## JOB DESCRIPTION

### Job Description – Head of Physics

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

#### Summary of the role:

To lead and manage the Physics Department.

#### Main duties and responsibilities:

Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.

- To meet, and exemplify wherever possible, all of the eight Professional Teaching Standards:
  - Set high expectations which inspire, motivate and challenge pupils
  - Promote good progress and outcomes by pupils
  - Demonstrate good subject and curriculum knowledge
  - Plan and teach well-structured lessons
  - Adapt teaching to respond to the strengths and needs of all pupils
  - Make accurate and productive use of assessment
  - Manage behaviour effectively to ensure a good and safe learning environment
  - Fulfil wider professional responsibilities

In addition to the job description for a Physics Teacher, the role of Head of Physics carries these further responsibilities:

#### a) Leadership:

- To provide strategic direction and establish a vision for the subject, which reflects the school's and department's commitment to improving the progress and achievement of students.



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- To establish, develop and implement policies and Schemes of Work for the subject in accordance with the requirements of the courses followed and specifications of exam boards.
- To establish a clear and shared understanding of the importance and role of the subject in contributing to students' spiritual, moral, cultural, mental and physical development.
- To develop effective collaboration between members of the Physics and Science departments.
- To support members of the department in the preparation and delivery of the curriculum.

**b) Management:**

- To ensure the department contributes to the school's and department's development plan and to contribute towards the review and development within the department.
- To be responsible for managing the continual cycle of performance of staff within the department as set out in the School's annual appraisal policy.
- To regularly consult and communicate with the departmental team and to hold departmental meetings.
- To be responsible for checking that good working practices are followed by all members of the department and to support departmental members in this.
- To establish clear expectations and constructive working relationships among staff involved with the subject. Developing responsibilities and delegating tasks as appropriate; evaluating practice; developing accountability.
- To represent the department's interest at appropriate meetings.
- To be responsible for the planning, implementation and monitoring of all whole school, and Science department,



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## Person Specification

	<p>policies within the department.</p> <ul style="list-style-type: none"><li>● To ensure that all departmental deadlines are met (including reports, examination entries and coursework).</li><li>● To ensure that there is a safe working and learning environment in which all significant risks are properly assessed.</li><li>● To participate in the interview process for Physics teaching posts and to supervise and support NQTs, students, supply teachers and new staff within the department.</li><li>● Set personal targets and take responsibility for own continuous professional development.</li><li>● To effectively deploy staff within the department and develop their expertise.</li><li>● Ensure that training needs within the curriculum area are identified, appropriately met, and that all members of the department are active in their own personal and continuous professional development.</li><li>● Nurture and facilitate a collaborative approach within the department so that staff can share best practice and develop one another</li></ul>
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You may also be required to undertake such other comparable duties as the Head requires from time to time.



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	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> <li>Degree or equivalent</li> <li>Qualified Teacher Status (or willingness to work towards)</li> </ul>	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> <li>High class degree in a relevant based subject.</li> </ul>	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>
<b>Experience</b>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> <li>Experience of teaching Physics</li> </ul>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> <li>Experience in leading extra-curricular activities in order to raise student attainment.</li> <li>Successful Sixth Form teaching</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>



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<b>Skills</b>	<p><b><i>The skills required by the Applicant to perform effectively in the role</i></b></p> <ul style="list-style-type: none"> <li>• Good ICT skills and a good awareness of the role of ICT in supporting learning and teaching and raising achievement</li> <li>• Relevant technical and IT skills for Physics teaching.</li> <li>• Ability as an effective classroom practitioner</li> <li>• A high level of literacy and numeracy skills</li> <li>• Good verbal and written communication skills</li> <li>• Excellent organisation skills</li> <li>• The ability to work independently and as part of a team</li> </ul>	<p><b><i>The skills that would enable the Applicant to perform effectively in the role</i></b></p> <ul style="list-style-type: none"> <li>• Ability to use interactive resources in lessons.</li> <li>• Ability to use assessment data to inform planning and set targets.</li> </ul>	<p><b>Contents of the application form</b></p> <p><b>Interview</b></p> <p><b>Professional references</b></p>
<b>Knowledge</b>	<p><b><i>The knowledge required by the Applicant to perform effectively in the role</i></b></p> <ul style="list-style-type: none"> <li>• An understanding of issues related to the promotion of effective learning and teaching</li> <li>• A good knowledge and understanding of current curriculum developments</li> <li>• Knowledge of current assessment and target setting practices</li> <li>• Knowledge and understanding of strategies to promote positive behaviour, discipline and social inclusion</li> </ul>	<p><b><i>The knowledge that would enable the Applicant to perform effectively in the role</i></b></p> <ul style="list-style-type: none"> <li>• Detailed understanding of the recent changes to GCE and GCSE specifications and controlled assessments.</li> </ul>	<p><b>Contents of the application form</b></p> <p><b>Interview</b></p> <p><b>Professional references</b></p>



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<p><b>Personal competencies and qualities</b></p>	<p><i><b>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</b></i></p> <ul style="list-style-type: none"> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviours</li> <li>• Positive attitude to use of authority and maintaining discipline</li> <li>• Excellent inter-personal skills. Evidence of good relationships with students, parents and colleagues</li> <li>• Ability to motivate and inspire pupils, parents / carers and Governors.</li> <li>• A high level of commitment to the school and its continuing development</li> <li>• Flexibility and the ability to balance priorities and absorb pressure</li> </ul>	<p><i><b>The personal qualities that would assist the Applicant to perform effectively in the role</b></i></p> <ul style="list-style-type: none"> <li>• Willingness to take on other roles and responsibilities within the department.</li> </ul>	<p><b>Contents of the application form</b></p> <p><b>Interview</b></p> <p><b>Professional references</b></p>
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