



The Leading British Mexican School in Mexico City

Head of Science

Reporting to: Head of Secondary

Job purpose: To Lead the Science department

- Support the development of the science curriculum at all levels
- Work cooperatively and collaboratively with the Department to maintain and support the high levels of academic achievement across the Department
- Teaching of Science
- Ensure Science schemes of work at all Key Stages are regularly reviewed and up to date
- Oversee examination requirements
- Support the development of Departmental targets in line with the school improvement plan
- Support assessment and reporting procedures
- Lead pupil tracking and target setting to raise achievement
- To monitor and develop classroom practice across the department
- To line-manage the members of the Science Department
- To be a collaborative and visionary leader alongside other Heads of Department in driving forward whole school improvement

Important note

- The job description will be reviewed and will be subject to amendment in consultation with the post holder
 - The post holder will follow school policies and procedures; especially in terms of inclusion
 - The post holder will carry out any other appropriate duties as requested by the Head Teacher
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Requirements***Qualifications***

- Educated to degree level
- Qualified Teacher Status

Experience

- Minimum of 2 years' experience in professional field
- Must have a sound knowledge of Science Curriculum, KS3, IGCSE and IB.

Professional skills and abilities

- Effective communication and interpersonal skills
- Organisational and planning skills
- Commitment to work as part of a team

Personal qualities

- Flexible resilient and adaptable in approach to different situations
- Able to manage own workload effectively
- Personal commitment to own professional development and lifelong learning
- Open-minded, inclusive and tolerant towards others
- Be well-motivated, have integrity and observe confidentiality