

JOB DESCRIPTION

HEAD OF SCIENCE & TECHNOLOGY

REPORTS TO: ASSISTANT HEAD (TEACHING & LEARNING)

MAIN PURPOSE:

To inspire a love of science within all pupils, developing competent scientific skills through observation, inquiry and experimentation.

To oversee all departmental administration including the science curriculum and scheme of work from Reception to Year 6, ensuring that Scientific subject knowledge and skills feature prominently

To develop and enhance the provision of Technology and STEM across the school in a way that appeals to both girls and boys.

To prepare children suitably for all transfer tests to senior schools in Year 6, particularly where Science is examined.

RESPONSIBILITIES:

HEAD OF DEPARTMENT ROLE:

1. To lead and inspire science teaching across the school, setting high expectations for standards and promoting an investigative and practical approach.
2. To ensure departmental administration (Department Handbook and Development Plan) is kept up to date and reviewed and presented to SLT annually.
3. To create and review an engaging Science curriculum and schemes of work which blend the National Curriculum with 11+ requirements and ensures suitable challenge and progression from year to year. Reviewing and refreshing content on a regular basis.
4. To ensure that the Science curriculum is accessible to all pupils from those with SEND to those needing extension and scholarship preparation.
5. To lead departmental meetings and offer advice and support on the teaching of Science to all colleagues within the department.
6. To establish positive relationships with those in our school community, in particular, the staff members you lead.
7. To keep up to date with any developments in the teaching of Science and share these across the school, particularly with relevance to 11+ and senior school entrance examinations.
8. To oversee the departmental budget and use it to purchase appropriate resources to support the teaching of Science, including any equipment and textbook schemes.
9. To offer appropriate science based inset to colleagues.

10. To offer enrichment activities and opportunities linked to Science for students.
11. To coordinate charitable benefit opportunities and links with neighbouring schools through science focused activities and competitions.
12. To recommend suitable IT resources to support the teaching and practice of science for teachers and pupils.
13. To promote and celebrate the subject through the school's marketing channels and information sessions to parents.
14. To maintain the lab as a safe environment and ensure that all pupils understand and adhere to lab safety rules.
15. To foster a love of Science and an understanding of its importance in a developing world, ensuring a vibrant Science offer within STEM.

MONITORING:

1. To monitor the teaching of Science across the age ranges, ensuring that the curriculum is appropriately resourced and implemented.
2. To ensure accurate records are kept that track the progress of children continuously through the school.
3. To utilise appropriate standardised assessments that enable children to demonstrate their scientific skills and ability.
4. To review and update schemes of work accordingly.
5. To monitor the science planning to ensure appropriate coverage of the programme of study.

TEACHING:

1. To teach inspirational science lessons to different pupils from Year 4 - Year 6.
2. To prepare children suitably for any assessments they will face and for transition to secondary schools, including scholarship preparation and support.
3. To offer booster and extension classes where required.
4. To integrate assessment effectively into teaching and learning within the subject.
5. To demonstrate a passion for science that will enthuse pupils, parents and colleagues.
6. To provide appropriate progress reviews to parents through reports and attendance at parents' evenings.
7. To plan and mark as per the school's stated policies.
8. To set homework and independent tasks as required.
9. To ensure that all equipment and materials are clean, safe and in line with healthy and safety requirements.
10. To provide appropriate digital and practical learning opportunities.

TECHNOLOGY:

1. To ensure that Science is a fundamental aspect of any STEM activity.
2. To contribute towards the development of a wider Technology and Engineering Department across the school.
3. To develop an integrated approach to Science and Technology.
4. To promote STEM across the school, ensuring its relevance and accessibility to girls and boys in equal measure.

BROADER RESPONSIBILITIES:

1. To support the aims and ethos of the school and carry out the school's strategic plan.
2. To contribute to the school's pastoral care and show a commitment to safeguarding and pupil wellbeing.
3. To contribute to the school's co-curricular and activity programme, maybe including involvement in residential trips.
4. To act professionally and as a role model at all times in line with the Teaching Standards.
5. To treat all members of the community with fairness and respect.
6. To carry out duties as and when required.
7. To attend all meetings, inset and parents' evenings as directed.
8. To engage in the school's appraisal process and show a willingness to participate in CPD.

This is not an exhaustive list and may be reviewed and amended at the discretion of the Head and Senior Leadership Team.