

SWANBOURNE HOUSE

HEAD OF SCIENCE & TECHNOLOGY

DATE OF APPOINTMENT: September 2019

REPORTING TO: Deputy Head - Director of Teaching and Learning

THE ROLE

To lead the teaching throughout the departments of Computing, Design Technology and Science within the School.

The Head of Science & Technology ensures the highest standards of learning and development are achieved by all pupils working within these subjects from Reception through to Year 8.

Clear and effective leadership of the subject's staff is a key ingredient in setting out the Department's aspirational vision that underpins all of the work undertaken by pupils throughout the School.

RESPONSIBILITIES

- To provide leadership and direction for the subject
- To ensure the department is managed and organised to meet the aims and objectives of the school
- To secure high standards of teaching and learning
- To develop a school policy
- To meet the needs of all pupils, and raise standards of achievement
- To support, guide and motivate teachers of the subject
- To evaluate the effectiveness of teaching and learning
- To make efficient and effective deployment of staff and resources
- To ensure that Health and Safety procedures are adhered to at all times by all members of the Departments

Management and Leadership:

- To develop and maintain a scheme of work for the teaching of Computing, Design Technology and Science throughout the school
- To actively engage in Departmental Self Review, the aim of which is to review the quality of teaching and learning, on a regular and systematic basis
- To engage with colleagues to talk about their teaching and the impact that it has on pupil learning
- To ensure that data is used effectively as a useful measure of progress and planning, accompanied with an understanding of the pupils as individuals
- To be responsible for the efficient running of the department



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- To have particular responsibility for the appraisal, professional welfare and training / development of academic and non-academic members of the Departments
 - To attend and contribute to Head of Department Meetings with a view to the academic development of the whole school
 - To take responsibility for the delivery and development of the subject curriculum and syllabus
 - To be accountable to the Head and Deputy Head for the subject curriculum and for the teaching of the subjects to pupils throughout the school
 - To ensure with the Head of Lower School to ensure that all of the Lower School teachers are confident teaching their Science, know where their books, chemicals, apparatus and equipment for the Departments are
 - To ensure all in the Department know how to request new books, chemicals, apparatus and equipment
 - To have high expectations whilst taking into account the ability range of the pupils
 - To take the lead in raising the standards of the departments
 - To hold regular meetings, formal and informal, to discuss Department matters and to ensure that the Department works as a team - minutes of these meetings to be sent to the Deputy Head and the Head
 - To support (colleagues) members of the Departments in a prompt response to parental enquiries about individual children's progress within the department
 - To seek opportunities to promote the name of the school and the Departments through events which show off the excellence of the departments
 - To keep abreast of current developments in the teaching of the subjects and in particular the requirements of Common Entrance and the Prep School Baccalaureate and senior school scholarship assessments as they pertain to the subjects

Monitoring and Assessment

- To bring to the attention of the Deputy Head any difficulties which arise within the departments
- To manage methods of assessment in the subjects
- To identify pupils with specific learning difficulties and recommend that their needs are assessed by the Head of SEN, if appropriate, so that extra support can be provided

Departmental Administration

- To be accountable to the Head via the Business Manager for all budgeting within the departments, and the implementation of Health and Safety Policies within the required areas
- To be responsible for the selection of teaching materials, and the methods of teaching used by members of the Departments
- To be responsible for the ordering and controlling the books, chemicals, apparatus and equipment for the Departments for Nursery to 8s, to maintain these resources and to ensure that action is taken to repair or replace them when this is needed
- To keep, prepare and update the following departmental records:

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- The Departments' policy document
- The annual Departmental reviews
- The Departments' financial requirements and records of how budget is spent
- The schemes of work
- To be responsible for display and the general appearance of the Departments

Whole School

- To support the aims, Christian values and ethos of the school
- To be committed to safeguarding children and to follow the School Safeguarding policy
- To share in the responsibility for the well-being and discipline of all pupils
- To play a full part in the life of the school community by offering a club or activity at break or lunchtimes.

Responsibilities as a Teacher

- To have high expectations whilst taking into account the ability range of the pupils
- To attend Parents' evenings as appropriate to discuss the children's progress
- To write detailed subject reports and progress reports according to the school's cycle of reporting
- To participate in INSET provided by the School during the period of employment
- To look for external INSET opportunities that further professional development and fulfil the training targets agreed during appraisal
- To keep records of INSET attended
- To be part of the School's Personal Tutor scheme
- To take a full and fair part in the Staff Duty Programme which includes Sunday duties once or twice a year
- To set realistic, measurable and achievable personal targets as part of appraisal in consultation with the Head and or the Deputy Head
- To attend School and Year group assemblies, staff meetings and pastoral meetings
- To be involved in Open Mornings, entrance testing, and induction mornings
- To run extra-curricular activities for pupils
- To take part in organising and supervising educational visits
- To make an active contribution to whole School events

The above is an indication of the requirements of the post and is not meant to be inclusive or exhaustive. Any role that needs reasonably to be undertaken should also be undertaken whether or not included in the above. 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.