



King's College School
The British School of Madrid
La Moraleja

KCS Job Description

Head of Science

Job details

- King's College School, La Moraleja
- Site: main school
- Reports to: Head of Secondary
- Ability to teach Physics to GCSE an advantage

Primary objective:

This is a prominent, whole school, middle-leadership role. The role is designed to foster a love of Science whilst ensuring academic excellence in the specific subjects which form part of the faculty.

The post holder will act as subject leader for some or all of the following subjects, to be determined yearly by the Senior Leadership Team: Biology, Chemistry, Physics, Computer Science, ICT. The post holder will oversee the curriculum implementation of Science across all phases of the school, wherever the specific subjects appear in the curriculum.

They will be a strategic and supportive member of the Middle Leadership Team. They will ensure that all students in the school develop the knowledge and skills required to be successful across Science subjects.

Areas of responsibility:

- To create a vision, sense of purpose and pride in the department.
- Responsibility for offering excellent leadership, support and development for team members.
- Responsibility for implementing a robust, supportive and challenging quality assurance programme that ensures excellent teaching and learning is taking place within the Science subjects.
- The Head of Science is also expected to undertake the standard duties of a classroom teacher in one or more of the Science subjects as specified in the teacher job description.
- Lead by example by being an excellent classroom practitioner that offers excellent learning opportunities and encourages pupils to become life-long lovers of learning.
- Ensure appropriate work is set if a member of the department is absent.

- Ensure the correct use of accommodation available within subject responsibility to create an effective and stimulating environment to enhance learning across all year groups.
- Support team members in being excellent practitioners and identify opportunities to help them develop further.
- Ensure all staff and pupils follow school policies and procedures particularly in relation to health and safety, safeguarding, behaviour, use of English, rewards and sanctions and high standards of professional dress. Support staff who may be struggling to implement these policies, offering guidance and advice as necessary
- Manage the departmental budget. Ensure all orders are placed on time and in line with school policy.
- Ensure departmental resources are stored and managed appropriately. Keep an up-to-date inventory of equipment.
- To coordinate the production and maintenance of the Department SEF, annual Action Plan, termly data reports and to implement, monitor and evaluate all of its policies and documentation.
- Coordinate the development and implementation of the curriculum, department plans and teaching resources in line with school procedures.
- To effectively manage the human resources at the department's disposal, including teaching, non-teaching and support staff.
- To line manage members of the team where required: quality assurance; the appraisal cycle; nurturing and developing talent; holding staff to account. This includes line management of the Laboratory Technician.
- To chair and produce the agenda for effective department meetings. To ensure minutes are made, kept secure and others informed as appropriate.
- Work collaboratively with the Middle Leadership Team to ensure consistently high standards across the secondary school.
- To work closely with the school and group Health and Safety leads to ensure that all Science subjects comply with national and inspectorate standards.

Staff responsibility:

- Under the agreement of the Head of Secondary, the direct line management of teaching staff in the subject area.

Student responsibility:

- Ensure that all students meet the school's progress and attainment targets in the Secondary subjects.

Teaching responsibility:

- To teach no more than 22 lessons per week as directed by the Head of Secondary
- To support with cover and duty as needed by the heads of section

Safeguarding:

- The post holder will be required to safeguard and promote the welfare of children and young people and follow the school's safeguarding policies and the staff code of conduct.

They will directly support the Designated Safeguarding Lead as a priority to ensure the safety and wellbeing of all students at the school

Suitable qualifications:

- Bachelor Degree (essential)
- Qualified Teacher Status (essential)
- Professional development to prepare for leadership: NPQSL / CPML or equivalent (desirable)
- Masters Degree in Education or Leadership (desirable)

Desirable experience:

- At least 2 years' teaching experience in British National Curriculum schools either in the UK or internationally
- Experience of year group or key stage coordination in the subject area
- Evidence of consistently outstanding teaching
- Evidence of contributing to, or driving, successful academic results

Skills, knowledge and abilities:

- The ability to work as part of an education group, developing effective professional relationships with peers in other school
- Understanding of high quality teaching and the ability to model this for others and to support others to improve
- Ability to build effective working relationships
- Recent evidence of relevant subject based CPD
- Understanding of the use of assessment to inform planning and improve student performance
- Evidence of effectively working within or leading a team within a school based setting
- Excellent communication skills and ability to manage differences in expectations, personalities and experience within a team
- Ability to engage, enthuse and motivate members of staff and students
- Ability to organise, plan and prioritise effectively; managing responsibilities as a classroom teacher
- Data analysis skills, and the ability to link attainment data to strengths and weaknesses in curriculum, pedagogy and teaching
- IT proficiency including all Microsoft and Google office tools
- Able to work under pressure and prioritise effectively
- Experience in engaging with parent body
- Experience in working with students who have a variety of learning, social and psychological needs