



JOB DESCRIPTION – DEPUTY HEAD OF SCIENCE

To whom responsible: Head of Science

Management Responsibilities:

- To provide leadership by example
- To manage and develop working relations with all colleagues at Radnor House Sevenoaks
- To manage and support your team to ensure they deliver high standards
- To take part in celebratory assemblies on an agreed basis

Key role as Head of Science:

- To have responsibility as a middle manager at Radnor House Sevenoaks through the role of Deputy Head of Science
- To work in accordance with role of teacher as defined from time to time by Radnor House Sevenoaks
- Members of staff should, at all times work within the framework provided by the school's policy statements to fulfil the general aims and objectives of Radnor House Sevenoaks

Deputy Head of Department Responsibilities:

- To provide leadership by example
- To contribute to and participate in the corporate planning of the Science Department at Radnor House Sevenoaks
- To manage, monitor, support, motivate and guide the teaching of Science and co-ordinate the work of the appropriate teachers
- To lead professional development by coaching / peer support / target setting / training needs and provision
- To manage and develop working relations with the Head, Deputy Head and the Senior Leadership Team
- To develop high standards of teaching and learning by monitoring and taking effective action
- To set targets for student improvement using benchmark data with the assistance of the Head of Senior School
- To develop high standards of display and presentation of materials
- To maintain standards of discipline in line with school policies
- To complete all assessment requirements, including homework, coursework and entrance exam assessments
- To report and record each pupil's progress and achievement
- To create a safe working and learning environment
- To provide efficient management and organisation of accommodation and learning resources including IT
- To explore opportunities for new resources
- To contribute to the review, development and management of the Department's curriculum as required
- To maintain outcomes of achievement from students taught

- To maintain an attractive classroom and Laboratory environment
- To develop continual updating of knowledge and understanding of the Department's curriculum through personal reading and research
- To attend required meetings with colleagues and parents relative to duties outlined in this job description in line with the published schedule
- To participate in Whole School Evaluation and INSET in the following areas of the curriculum as required:
 - i. **Science**
 - ii. **Pastoral**
- To support the training and induction of new staff and NQTs with the assistance of the Deputy Head
- To Line Manage members of the Science department as requested.
- To oversee a programme of visits for pupils to enhance their understanding in the subject taught

Pastoral Responsibilities:

- Take a full part in the pastoral arrangements of Radnor House Sevenoaks including attendance at Assemblies
- To perform the tasks and duties of a Tutor under the direction of the Deputy Head

Other considerations:

- To work in accordance with the role of teacher as defined from time to time by Radnor House Sevenoaks
- Members of staff should, at all times work within the framework provided by the school's policy statements to fulfil the general aims and objectives of Radnor House Sevenoaks
- To contribute to the co-curricular life of Radnor House Sevenoaks
- To assist or lead in the organisation and management of Science related events and co- curricular activities
- To undertake such other duties as the Head or his Deputy may reasonably request
- To continue the roles outlined in this job description to the highest level

The above statement of Responsibilities is agreed to be an accurate job description