



Quainton Hall School

Job Description/Person Specification

Post: Head of Science (Full Time, Permanent).

Purpose of the Job:

Provide effective and energetic leadership to drive forward the curriculum and assessment of Science.

- Ensure the highest standards of teaching and learning of Science throughout the School.
- Deliver outstanding lessons and instil a love of Science in pupils, promoting excellence and upholding the School's Aims and Mission.
- Involvement in co-curricular activities and extra-curricular activities.

Contract and Duties:

This Job is to be performed in accordance with the Teacher's Contract of Employment which details the Professional Duties a teacher may be required to perform.

The post reports to the Director of Studies and Headmaster. The post holder will liaise closely with the Head of Pre Prep and EYFS to ensure the consistency of the delivery of Science across all key stages.

Areas of Responsibility and Key Tasks:

Planning, Teaching & Class Management:

- Lead on teaching and learning initiatives in the Science Department to deliver a curriculum that is rich, balanced, creative and innovative, and which meets the needs of all children. Update regularly in line with national trends, interests and cross-curricular links.

- Plan and structure exciting and imaginative schemes of work to ensure that pupils are appropriately challenged, make strong progress and are enthused and inspired by their Science lessons.
- Liaise with the SENDco to ensure that pupils of all abilities receive the most appropriate support or extension, ensuring that intervention strategies are in place and monitored.
- Organise and oversee the annual Science Week and a variety of other initiatives and events such as competitions and workshops, aimed at promoting the learning of Science.
- Lead the department in the development of IT based learning to ensure a strong digital presence for Science.
- To be responsible for the Science Department budget, including planning, recording and reviewing expenditure as appropriate. Manage science budget to include the ordering of new equipment and consumable chemicals.
- Promote high expectations in staff and pupils, and encourage initiatives to extend the scope and quality of the children's education.
- Undertake rigorous quality assurance to ensure that pupils and colleagues are performing according to expectations.
- In conjunction with the Director of Studies, monitor the quality of teaching and learning in the Science Department, to ensure consistency and high standards.
- Manage the Science prep room and all the chemicals. Carry out audit of science equipment. Repair, replace and prepare equipment that is to be used in the science laboratory. Prepare stock bottles of chemicals for use in the teaching of science.
- Prepare experiments for the teaching of science and clear-away once the experiments are over.
- Ensure the science department meets current legislation regarding the safe teaching of science.
- Responsible for health and safety within the science laboratory, reporting to the school's Health and Safety Officer.
- Raise the profile of science across the school and wider community

Monitoring, Assessment, Recording, Reporting:

- To be the lead teacher of Science within the department; to inspire colleagues through the delivery of outstanding lessons.
- Demonstrating the highest standards in planning and assessment.
- Effective data analysis to inform pupil progress, frequent target setting and tracking of pupil performance according to these targets.

- Monitor pupils' personal and academic progress and ensure appropriate support is provided. Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.

Other Professional Activities:

- Co-curricular involvement and initiatives according to particular strengths.
- Attending meetings and undertaking duties including playground, lunchtime, prep as reasonably requested by the Head.
- Reappraising performance, participating in training and being aware of best practice and legislation.
- To be familiar with and work within the required Health and Safety standards as laid out in the School's policy and administered through the Health and Safety Officer.
- School events – attendance at and support for regular events throughout the year such as Advent Service, Summer Fair, Carol, Speech Day, Friends of Quainton Hall events.
- An understanding of the independent school sector.
- Experience of managing a departmental budget, including planning, recording & reviewing expenditure.

Personal Specification and Experience:

- Appropriate qualifications: qualified teacher status (degree or equivalent) and degree in Science.
- Successful track record of Science teaching.
- A good in depth knowledge of Key Stage 3 and Common Entrance requirements.
- The ability to work collaboratively and supportively.
- Commitment to the protection and safeguarding of children.
- Good IT and Interactive Whiteboard skills.
- Effective classroom management skills.
- Commitment to ongoing professional development.
- Willingness to contribute to the co-curricular life of the school.
- Enthusiasm for teaching, empathy with young people and a sense of humour.

In addition to the ability to perform the duties of the post, the interview for short-listed candidates will explore issues relating to safeguarding and promoting the welfare of children.

Quainton Hall School is committed to safeguarding and promoting the welfare of children. Successful applicants will be required to have an enhanced DBS check.