

# Moon Hall School, Reigate

## Head of Science

### From September 2017

mainstream curriculum, coeducational, 7-16 years

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#### Summary of the Role:

<b>Job Title:</b>	Head of Science, senior school, Years 7-11
<b>Responsible to:</b>	Headmistress
<b>Hours:</b>	Full time, permanent
<b>Salary:</b>	Competitive, commensurate with qualifications and experience

#### Key Responsibilities:

##### Curriculum

- Lead, teach and co-ordinate the teaching of Science across Key Stage 3 and 4
- Devise syllabuses, resources, schemes of work, marking policies, teaching and learning strategies, ensuring they are regularly reviewed and updated
- Ensure that the curriculum challenges our pupils to reach their full potential and is delivered in an accessible format matched to their individual needs
- Support extended intervention/enrichment activities to enhance pupils' learning experience
- Implement an ongoing monitoring, review, recording and intervention programme which assesses the progress of pupils to inform teaching and learning and to provide an accurate vehicle for discussion with parents through meetings and in written reports
- Promote independent pupil learning, building on raising low self-esteem and confidence
- Ensure all staff mark accurately to allow teacher assessment to inform future planning
- Identify appropriate Science exams
- Assess pupil performance against agreed levels and tests.
- Ensure all staff prepare short and medium term plans which identify value added input.
- Prepare pupil reports which are specific to each pupil and other documentation as required by the school, parents or external organisations
- Plan suitable educational trips for the different year groups, undertaking risk assessments

##### Staff Liaison

- Liaise with the science technician/TA assigned to support pupils in science
- Liaise with the Senco to establish the learning needs of each pupil, contribute to the IEPs for selected pupils, consult on assessments for potential pupils joining the school
- Liaise with qualified dyslexia staff to ensure that the learning needs of each pupil are met through the most appropriate lesson delivery
- Promote cross curricular programmes of work in particular Science and ICT

- Liaise with the junior school Deputy Head (Burys Court) and teachers to ensure a smooth transition of pupils from junior to the senior school regarding their progress in Science
- Ensure effective communication and consultation with parents of pupils as necessary and that the Headmistress is kept informed of important communications with parents
- Liaise with the Senco, Headmistress and Senior Management Team with regard to the pupils' pastoral needs.

## **Management of Department**

- Lead the Department by example; ensure that the Department sets high standards of expectation for the staff and that the Department's aims and objectives are regularly reviewed
- Promote teamwork and motivate staff to ensure excellence and innovation in teaching and learning to maintain high standards of pupil achievement, development and enjoyment of the subject
- Devise policies pertinent to the Department and ensure all relevant general school policies are implemented
- Undertake lesson observations and action as required under performance, reporting to the Headmistress
- Be responsible for organising mutual lesson observations to maintain high standards and build on areas of excellence
- Identify and undertake training needs within the Department, ensuring staff take responsibility for their own continual professional development; ensure you manage your own continual professional development and set personal targets
- Chair regular departmental meetings where minutes are taken and actions followed up
- Attend HODs meetings, contributing to the whole school management
- Contribute to annual staff performance reviews, ensuring actions are followed up
- Participate in the recruitment and interview for departmental staff
- Produce a departmental induction procedure, be responsible for the conduction and recording of the induction of new staff
- Attend appropriate courses and meetings, holding Department INSET meetings to disseminate information and exchange of ideas
- Maintain an up to date list of all the Department resources, ensuring all are fit for purpose
- Manage the Department's data through efficient filing, ensuring all records are kept up to date
- Understand the typical health, hygiene, safety and security risks associated with the Department and prepare appropriate risk assessments, updating as change occur within the Department or to Health and Safety legislation
- Ensure the Behaviour Management Policy is consistently followed by the Department so effective learning can take place

## **Strategic Development**

- Lead the strategic curriculum development of the Department contributing to the school's long term development plan; identify future resourcing, budget requirements and aspirations
- Ensure that Science maintains a high profile in the school and with parents

## **Within the School**

- Act as form tutor and carry out the duties associated with that role
- Undertake a share of school duties as may reasonably be requested by the Headmistress; general, administrative, supervisory.
- Take an active role in school life, regularly contributing to the school's programme of extra-curricular activities
- Attend major school events, promoting the ethos and reputation of the school to pupils, parents and other external organisations
- Adhere to all school policies
- Safeguard the health and safety of self and others and comply with the school's Health and Safety Policy
- Promote and safeguard the welfare of all pupils that you come in contact with
- Maintain high professional standards and maintain positive relationships with colleagues, pupils and parents