

## Head of Science

We are looking for an inspirational and dedicated teacher to lead our Senior School Science faculty from September 2018. The role is an excellent opportunity for a teacher with experience of working and leading within a large Science department to play a key role in the academic leadership of the Senior School.

The successful applicant will be:

- An outstanding classroom practitioner with a passion for teaching Science, who is able to lead by example in securing outstanding teaching and learning across the department
- A leader with a clear vision for what a first-class Science curriculum should look like throughout the 11-18 age range in the context of recent reform, with the attention to detail required to make that vision a reality
- An effective communicator, who can establish, develop and sustain effective working relationships with a large faculty of staff
- An advocate for pupils, who has a proven track record of securing outstanding outcomes throughout the 11-18 age range, including at GCSE and A Level, and a determination to ensure that all of our pupils are inspired and enriched by their experience of Science whilst at Colfe's

### Science at Colfe's School: an introduction

The Science department has 12 full time teachers, with each expected to teach Science at KS3 and their specialist subject at KS4 and 5. Students in Year 7 and 8 currently study Science with one teacher; from Year 9 onward, students are taught by specialists in Biology, Chemistry and Physics. Almost all students currently study separate sciences at GCSE following AQA specifications. A small number of students are entered for the Trilogy dual award. The four sciences (including Psychology) all thrive in our Sixth Form and each rank as amongst the largest of our A level cohorts.

The teachers are supported by four technicians. Teaching is carried out in nine purpose-built laboratories within the main teaching block. Psychology has its own teaching room and comes under the Science umbrella. The Heads of Biology, Chemistry, Physics and Psychology are responsible for the day to day running of their subject and they report to the Head of Science.

### Key duties and responsibilities will include:

Lead and work alongside the Heads of Biology, Chemistry, Physics and Psychology to:

- Ensure effective schemes of work in the Science department and monitor their use by staff
- Establish arrangements for the assessment of students' work and progress, including the setting, marking and grading of internal exams, and where appropriate, the internal assessment of components of external exams as specified by the GCSE and A Level specifications
- Ensure all staff have an up-to-date, detailed understanding of the requirements of relevant GCSE and A Level syllabi
- Oversee all subject-based extra-curricular activities, clubs, visits and exchanges
- Maintain contact with subject developments outside of the school.

- Foster, by example, a spirit of academic enquiry within the department, and ensure effective provision throughout the senior curriculum for academically gifted students, including those intending to apply to read scientific subjects at Russell Group universities and Oxbridge
- Play a full role in the monitoring, evaluation and development of teaching and learning in the department, including staff appraisal
- Line manage the school's Science technicians
- With the support of the Director of Studies and Assistant Director of Studies, use performance data to track the progress of all students in the faculty, and support all members of staff in the faculty to respond to this data with timely, tangible action
- Deploy staff to teach sets within the department in a way that puts the interest of pupils first
- Ensure that all members of the department teach appropriate subject skills and that pupils are expected to produce work with high standards of accuracy, rigour and presentation
- Chair, and keep records of, regular meetings in a way that promotes the exchange of ideas, and informs and develops good practice
- Liaise with colleagues as appropriate over the allocation of teaching space to staff
- Manage the faculty budget
- Contribute positively to the morale and community spirit in the School
- Make a contribution to the pastoral and extra-curricular life of the school as appropriate, acting as a form tutor as required
- Meet responsibilities with regard to health and safety, equal opportunities and other relevant legislation and conform to professional and ethical requirements
- Any other appropriate duties as allocated by members of the School's Management Team

Teachers appointed to Colfe's are expected to maintain the highest professional standards and to contribute significantly to the extra-curricular life of the community. Those who join the School can expect to become part of a caring, purposeful and committed community.

### **Application procedure**

The recruitment process will require all applicants to complete an application form, accompanied by a letter of application, current CV and details of two referees, who will be contacted prior to interview, in accordance with the School's Safer Recruitment procedures. There will be interviews and a lesson observation for short listed candidates.

The application should be submitted either by post, marked private and confidential, to:

Mrs A Ross  
Human Resources  
Colfe's School  
Horn Park Lane  
London SE12 8AW

Or electronically to: [recruitment@colfes.com](mailto:recruitment@colfes.com)

Applications should be sent **as soon as possible** and by **Wednesday 28 February** at the latest. Colfe's reserves the right to appoint to this post before the closing date if necessary.

**Colfe's School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers, prohibition from teaching and the Disclosure & Barring Service.**