



Head of Science Job Description

Overview:

Heads of Department/Subject Leaders have a particular responsibility for embodying and promoting the culture of the School. They have to support the School's leadership team and be seen to support School policies wholeheartedly. They themselves are important leaders within the School and the skill and commitment they bring to their jobs are critical to the School's success. They have to manage and lead the colleagues for whom they are responsible. Our expectations are that in all our work: "Everything we do has to be in the interests of the pupils for whom we work."

Accountable to: Deputy Head (Academic)

Key responsibilities:

1. **Teaching and Learning:** HoDs will secure and sustain effective teaching, evaluate the quality of teaching and standards of pupils' achievements and set targets for improvement. They will:
 - a. be an excellent teacher;
 - b. promote the importance of improving and promoting teaching and learning to pupils, staff and parents ;
 - c. review teaching and learning for their own department through a programme of lesson observations and work scrutiny and from this draw up ideas for improvement;
 - d. implement strategy to improve teaching and learning within their department;
 - e. ensure that pupils are assessed, supported and tracked individually and consistently; exam entries are made and other necessary administrative responsibilities fulfilled;
 - f. oversee the setting, marking and analysing of internal examinations;
 - g. attend meetings with the Deputy Head (Academic) and HoDs meetings, to discuss teaching and learning within their department and the wider school
 - h. work with their equivalent subject leader in Highfield as appropriate and to ensure transition from Highfield to College is smooth;
 - i. analyse staffing requirements and departmental timetabling/rooming with the Deputy Head (Academic);
 - j. prepare documentation for annual review with the Principal and Deputy Head (Academic).

2. **Strategic direction and development of the teaching and learning:**

HoDs will help to plan a successful teaching and learning future for the school within the context of the school's aims and policies. They will have:

- a. a carefully planned approach within their own department to the development of excellent teaching and learning reflected in comprehensive and up to date departmental paperwork and practice;
- b. a willingness to engage in professional development in order to become up to date in their understanding of teaching and learning.

3. Leading and managing staff:

HoDs will support the Deputy Head (Academic) by:

- a. leading and managing their own department in an exemplary manner; including the appointment and induction of new teachers, professional support and development for colleagues, maintaining high standards in all aspects of the department; and representing the needs of the department to senior management;
- b. generating positive relationships with colleagues;
- c. ensuring that classes are left relevant and appropriate work;
- d. ensuring that schemes of work, departmental handbook, departmental development plan, health and safety handbook and other departmental documentation are reflective of the aims of the school, the needs of the pupils and compliant with regulations;
- e. To have oversight of Health and Safety within the Science department and liaise with the other members of the department in relation to ensure the Health and Safety handbook is adhered to;
- f. Sharing Departmental preparations for important events, eg Taster Day/Open Day/Sixth Form Information Morning/Options Evenings, theatre visits etc;
- g. Organising the yearly educational trip abroad, where relevant;
- h. Be responsible for the Doctors and Vets Club;
- i. Strategic planning, preparing their examinations entries, result analysis and departmental reviews.

4. Efficient and effective deployment of staff and resources:

HoDs identify appropriate resources for the subject and ensure that they are used efficiently, effectively and safely. This is done through:

- a. regular departmental meetings, minutes of which should be kept and circulated to the Deputy Head (Academic) and Principal;
- b. supportive and thorough performance management;
- c. an ability to find resolution for interpersonal difficulties;
- d. the encouragement of a positive learning environment ;
- e. the development of learning opportunities outside the classroom via trips, activities etc;
- f. The management of their own budget, understanding the need for co-operation with other departments where appropriate.

Skills of a HoD:

- Leadership skills: attributes and professional competence;
- Communication skills: the ability to make points clearly both orally and in writing and understand the views of others - pupils, parents, staff, other stakeholders and the public;
- Self- management: the ability to plan time effectively and to organise oneself well.

Attributes of a HoD:

- Adaptability, resilience, energy and perseverance;
- Self-confidence and enthusiasm;
- Intellectual ability;
- Reliability;
- Emotional intelligence;

- Good organisational and time-management skills;
- Judgement and attention to detail;
- Ease with, and interest in, young people;
- Understanding or experience of leadership and management of a subject.

The HoD is expected to attend regular meetings with the Deputy Head (Academic) and HoDs meetings.