

# NOTTING HILL PREPARATORY SCHOOL

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## Job Description: Head of Science

### General Areas of Responsibility

- To promote and safeguard the welfare of pupils
- To comply with the School's safeguarding & child protection policy and ensure that any concerns relating to the safety or welfare of children are reported immediately to the Designated Safeguarding Lead (DSL) or the Head
- To keep up to date with pastoral care policies of the School and remain sufficiently aware of any personal problems of individual pupils
- To comply with the School's Code of Conduct
- To read other policies or guidance as and when required to do so by the DSL, Head or other member of the Senior Management Team or Compliance Manager
- To act consistently, in a calm and supportive manner with colleagues
- To attend staff and departmental meetings, open days, briefings, assemblies, INSET days, parent consultations and other school events, as required
- To communicate in a timely and appropriate fashion with parents, as and when necessary
- To participate in any arrangements that may be made for teacher reviews
- To run an after-school club for one term (based on full timetable), as required. This will be organised on a rota basis amongst all teaching staff
- To undertake other specific duties which may, from time to time, be reasonably requested by the Head
- To carry out supervisory duties, including playground and lunch supervision, as directed by the Deputy Head (Operations)
- To cover for absent colleagues, when required, as organised by the Deputy Head (Operations)
- If notified in advance, to take games and school teams as required by the Director of Sport
- To take part in residential trips, if necessary and reasonable
- To complete risk assessments and/or follow correct school procedures for any class trips/events/visiting speakers organised
- To meet all deadlines for the efficient running of the school (e.g. reports, planning etc.)
- To maintain an orderly and purposeful atmosphere in the classroom and around the school and to check the attendance of pupils
- To ensure good management, sense of order and tidiness of the classroom so that the children may develop a sense of responsibility and pride in their classroom
- To ensure that all pupils adhere to the School rules
- To notify the school about personal absence due to illness and gain permission from the Head for any intended absence
- To be responsible for his/her personal punctuality and wearing of appropriate dress

### Specific Areas of Responsibility

#### Teaching and Learning

- To teach Common Entrance Science
- To teach Science to pupils in KS2-3 as required
- To prepare children for ISEB and other school-specific scholarship papers

- To provide departmental rationale, aims and objectives for the subject, including writing and reviewing the Departmental Action Plan and Departmental Policy (*see below under Policy and Action Plans*)
- To write, update and oversee the Learning Progression Document for your Department which outlines the learning objectives for the children
- To monitor the schemes of work and planning for the learning of your Department throughout the School (in concert with your Lower School Coordinator as appropriate), principally Medium Term and Weekly Lesson Plans written by other members of your department, making sure that the provision of plans within your department meets the needs of all pupils and teachers, and matches the objectives laid down in your LPD
- To keep abreast of demands of school entrance and scholarship tests/exams, informing members of your department
- To direct and/or oversee assessment within your department including:
  - To conduct planning reviews and Book Looks as agreed with Deputy Head (Academic) Supervision and review of subject-specific assessment\*\* and whole-school assessment which affects your department in order to assess how well children are performing against the objectives you have set
  - Leading the setting, marking and moderating of assessments (such as serious tests and exams) for your department

\*\*The nature of the assessment evidence may be different, reflecting the different demands of subjects

### **Departmental**

- To arrange departmental meetings with other teachers in the department and attend Heads of Department meetings as required
- To meet regularly with your Lower School Coordinator (where appropriate) to ensure your plans are being effectively delivered through the school, and to plan for the future
- To attend and host local IAPS Cluster Group meetings to maximise good practice sharing opportunities
- Organise and run the special events/activities which fall under your department (such as trips, competitions, booster sessions for CE etc.)
- To ensure your Intranet subject pages are regularly reviewed and updated
- To plan trips and run events which promote the teaching and learning of your subject
- To identify suitable CPD opportunities for your department colleagues

### **Policy and Action Plans**

- To write and update your departmental policy yearly so that your practice remains in step with your policy
- To ensure that staff and children are all aware of, and understand, the terms of any school policies for which you are responsible
- To write, review and update your departmental policy as requested by the Deputy Head (Academic) to enable you to structure the development of your subject within the school

### **Budget and Procurement**

- To set a budget figure for each academic year - with a breakdown of how money will be spent - to make sure the teaching of your subject is resourced well enough to execute your plans
- To create an ongoing budget statement, tracking what is spent, to ensure your department stays within the figure you have set for a given year
- To order new equipment and replenish chemical stock as required

### **Other**

- To ensure all activities and experiments have the appropriate risk assessments
- To ensure the safe storage and use of chemicals and equipment
- To attend Health and Safety meetings as required