Shanghai Concord Bilingual School
上海康德双语实验学校

JOB DESCRIPTION AND PERSON SPECIFICATION

HEAD OF SCIENCE

Starting Date: August 2022

The Role

The Head of Science will report to the Assistant Principal (academic).

The post-holder will lead a team of specialist subject teachers, which is expected to grow in size considerably as student numbers increase. He/she will be responsible for the development of that subject at all levels throughout the School. He/she needs to possess good organisational skills and also be an enthusiastic, energetic and innovative teacher who can lead by example, who is committed to flexible and varied styles of teaching and is in sympathy with the aims and objectives of the School.

Main duties and responsibilities include:

Academic management

- Co-ordinate the STEM middle school Science project
- reviewing curriculum needs and, in consultation with other staff and the Senior Management, choose courses that are appropriate to the needs of our students in both Compulsory Chinese and International Curriculum areas;
- initiating, overseeing and regularly updating the development of agreed schemes of work for all courses;
- liaising with the Timetabler and Operations team to ensure appropriate rooming and allocation of lessons which may require occasional availability to communicate in holiday times;
- developing and managing coursework and practical assessments in line with exam board specifications, including preparation of such and supervision of students during such assessments;
- leading regular subject meetings of Science staff at which curriculum planning, student progress, and teaching and learning needs should be discussed and good practice can be shared;
- managing science resources effectively and advising the Assistant Principal (academic) on budget planning;
- line managing subject teachers including conducting professional review interviews and regular lesson observations as agreed within the department and in consultation with the Assistant Principal (academic);
- line managing the science technicians and conducting appraisals
- ensuring appropriate health & safety training is completed and procedures adhered to by all science staff
- disseminating information regarding new resources and professional development courses to staff;
- managing and implementing the department's Health and Safety policy, including the development and updating of all relevant risk assessments;

- contributing to the selection for appointment of new members of the department, including the induction and assessment of probationary teachers when appropriate;
- establishing and monitoring departmental targets and producing a self-assessment report each year;
- working with other subject leaders to develop departmental policies and to ensure that existing policies are implemented effectively;
- liaising with the Assistant Principal (academic) and Senior Management, as appropriate, to ensure that departmental documentation is up-to-date and fit for purpose (for instance, subject descriptions for the IGCSE and A-level booklets);
- ensuring that students hoping to study a science-related course at university are well-advised and have a strong portfolio prepared for university interview;
- ensuring that able students are entered for external subject-related competitions as appropriate to the subject;
- enriching the curriculum in the subject – this might mean inviting speakers to the college or taking students to relevant external events;
- liaising with the Assistant Principal (academic) and Senior Management as appropriate, over issues of mutual interest.

Teaching

- thorough planning, preparation and clear presentation of lessons;
- initiating, facilitating and moderating classroom discussions;
- evaluating and grading students' work, giving appropriate feedback and maintaining records of students' progress and development;
- researching new topic areas, maintaining up-to-date subject knowledge, and devising, writing and sharing new curriculum materials;
- selecting and using a range of different learning resources and equipment;
- preparing students for qualifications, including external examinations and as required;
- managing student behaviour in the classroom and on college premises;
- participating in regular departmental meetings, INSET, school training events, observation and professional review in order to maximise the quality of teaching;
- acting as tutor to a group of students as directed by the Assistant Principal (academic) and Senior Management
- responsibility for developing the use of the SchoolPal MIS within the Science Department;
- writing regular, informative and individual reports on students;
- promoting the general well-being of students and communicating with heads of grade and/or tutor responsible;
- initiating, participating in and organising extracurricular activities as appropriate and as required by the Senior Management;
- complying with policies and procedures, including those relating to Safeguarding and Child Protection, Health and Safety, Welfare, Smoking in the Workplace, Security, Confidentiality and Data Protection, and reporting any concerns.

This list is not intended to be exhaustive. The nature of teaching and of education is that change is likely, either externally prompted (for instance a government or exam board reform) or as a result of our School-based initiatives. The Head of Science should therefore expect to undertake any other reasonable duties for the further development of the subject within the School and of the School's academic ethos in general.

Qualifications:

- a high quality degree with Science as the sole or significant focus;
- a formal teaching qualification may be an advantage;
- an interest in further training and development.

Skills and Experience:

- the capability of teaching Science expertly and confidently to all age groups 11-18 (Chinese Grades 6 to 12), being up-to-date in his/her subject;
- a willingness to accommodate the needs of students whose first language is not English is essential;
- confidence in ICT and good ICT skills, being able to pick up new procedures and routines quickly; particularly in respect of the SchoolPal system, also used as our VLE;
- effective and efficient administrative skills;
- the ability to contribute to the extra-curricular life of the School is highly desirable;
- a willingness to support the Admissions and Marketing teams is essential;
- relevant experience in teaching, examining or in the commercial sector will be taken into account.

Personal Attributes:

The successful applicant should:

- be a passionate advocate of his/her subject;
- have good interpersonal skills and have the ability to work as part of a team and lead a team of teachers;
- be generous in spirit – the role is likely to require hard work and a professional attitude to the commitment required in a developing school;
- be able to communicate fluently and accurately in spoken and written English;
- demonstrate foresight and good judgement in the execution of managerial tasks;
- be confident in handling students at both ends of Shanghai Concord academic spectrum;
- communicate diplomatically with Shanghai Concord's demanding and involved parents
- be flexible in outlook and amenable to change.

Hours of Work

Teachers are expected to work the hours necessary to fulfil their role to the highest possible professional standards, and be available for all scheduled lessons, duties, meetings and other associated activities. Academic staff are also expected to actively support college events as far as possible, and contribute to the broader life of the college.

Remuneration and Benefits

Details of remuneration and benefits are given in formal offer letters and contracts of employment.

Salary will be in accordance with the Shanghai Concord Teachers' Pay Scale, which is above Main UK Scale. Successful candidates are offered a point on the salary scale which is appropriate to their qualifications and experience. Housing allowance, return flights, relocation allowance and full personal insurance are included in the package.

The Head of Science can expect a timetable reduction, in recognition of the additional workload associated with the post.