



Northbourne Park School

Job Description

Job Title: Head of Science

Department: Science

Location: Prep School

Line Manager for: Lab Technician

Reporting to: Headmaster

Overall Purpose of the Job:

- To teach Science to children throughout the Prep School (KS2 Science and KS3 Physics, Chemistry and Biology).
- To lead and manage the Northbourne Park Science Department.
- Deliver an exciting and adventurous core curriculum.
- Manage the Science laboratories.

Teaching and Learning:

- Contribute to raising standards of student attainment.
 - Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for every pupil, embracing the School's Assessment for Learning strategies.
 - Ensure that stimulating teaching, at the right pace, is available for all abilities and that interesting resource-led, problem-solving methods are used where appropriate, to enable pupils of all abilities to achieve their own best performance.
 - Monitor the teaching of pupils with Special Needs & Gifted & Talented Needs and liaise with SENCO where appropriate.
 - Manage all aspects of the Science curriculum, subjecting it to regular review, upgrading Schemes of Work in accordance to meeting requirements of the ISEB for examination at 11+ and 13+.
 - Keep the Science Department up to date with the latest research, methods and syllabuses, which are being used for teaching and examining.
 - Promote the use of ICT in Science teaching, building the department's interactive and differentiated visual resources to use on IWBs.
 - Forge cross-curricular links with other departments where appropriate to encourage felicitous cross-references.
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- Assess, record and report pupil progress, socially and academically, according to the School policy, taking appropriate action to remedy pupil under-performance; liaising with pupils, parents, Form Tutors, Director of Studies and the Headmaster as necessary.
 - Plan educational trips and visits.

- Promote Science through a range of extra-curricular activities.
- Promote Science by regular contributions to the School website, the school newsletter, corridor displays, open days and local, national and international press.
- Liaise with the Pre-Prep staff to ensure a coherent development of learning in Science throughout the Pre-Prep and the Prep Schools.
- Take responsibility for ordering and managing the Science budget for books and educational resources.
- Resource and maintain the laboratory and keep an up to date inventory, ensuring that there is a high standard of resources available.
- Oversee the work of any teachers within the department.
- Attend annual District 2 IAPS meetings and where possible co-ordinate them.
- To act within the NPS Professional Standards for Teachers Policy.
- Fully endorse, understand and exercise your roles and responsibilities contained within the NPS Health and Safety Policy and Handbook as published on the Intranet.
- Promote and safeguard and welfare of pupils and staff according the School's Health and Safety, Fire Safety, Child Protection and CLEAPSS regulations and guidelines.
- Fulfil other reasonable duties as directed by the Headmaster.

This job description is subject to review and change as necessary.

Decision Making Responsibilities:

This is a Head of Department position and the post holder is responsible and accountable for the day to day running of a department and required to work independently but within policy, professional standards and budgetary limits.

Hours

You are employed to work a full teaching timetable of approximately 34 teaching sessions and duties. The school day is normally 8am to 5.30pm Monday to Friday and alternate Saturdays until 3.30pm. Teaching staff are required to assist the boarding team on a rota basis.

Personal Specification (Knowledge, Skills & Attributes)

Essential requirements for the role:

Degree in Science

Qualified Teacher status

ICT competent

Ability to communicate clearly and effectively

Flexible and proactive attitude to work

High standard of personal presentation

Desirable requirements:

At least two years as a Head of Department

Experience working in an IAPS Boarding School

Possess D1 driving licence category to enable position holder to drive 17 seat minibus

Salary and benefits

Salary: On the NPS salary scale depending upon qualifications and experience with a starting salary range of £ 31,095 rising to £ 35,579 after 5 years service. Further pay is awarded for additional responsibilities.

Pension: The position holder is eligible to be a member of the Teachers' Pension Scheme or the NPS Group Pension Scheme.

Holiday: The statutory minimum holiday entitlement under the Working Time Regulations 1998 which is to be taken during school holidays. In addition, the position holder is not normally required to work during normal school holidays other than three days prior to the return and three days after the departure of pupils. Public holidays occurring when the School is in session will be working days.

Safeguarding

Northbourne Park School is committed to safeguarding and promoting the welfare of children. Candidates will be required to complete an application form and produce original documentation of certificates and degree qualifications. An enhanced DBS clearance check will be undertaken for the successful candidate. All staff members at the School are expected to fulfil their obligations and responsibilities in safeguarding and promoting the welfare of children.

Updated January 2018

Agreed by Headmaster

Agreed by Jobholder

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Date

Date