



JOB DESCRIPTION - HEAD OF SCIENCE

DEPARTMENT	Academics
REPORTS TO	Director of Studies
RESPONSIBLE FOR	Teaching, Learning, and Student Wellbeing
PERFORMANCE REVIEW	Annually
WORKING PATTERN	Full time, in person on Oakdale campus, salaried
SALARY RANGE	\$70,000 – \$85,000
REVISION DATE	April 2025

ABOUT HARROW NEW YORK

Harrow International School New York is situated on a stunning campus covering more than 170 acres in Long Island New York. Harrow New York caters to both boarding and day students from the local region, across the United States, and internationally. The School offers a challenging academic curriculum, combined with pastoral care of the highest standard and an outstanding co-curricular program, all rooted in the Harrow core values of Courage, Honor, Humility and Fellowship. Harrow New York equips its students with the character, resilience, and adaptability to flourish and be of good influence in the world that awaits them.

All members of staff work to a single, uniting purpose: to prepare students with diverse backgrounds and abilities for a life of learning, leadership, service, and personal fulfilment.

Our teachers relish being active members of the School and boarding community, generously dedicating their time. They understand and embrace the unique challenges of a newly established school and are excited to be pioneers in this journey.

ABOUT THE ROLE

The Head of Science Department is responsible for leading and managing the science faculty, overseeing the development and implementation of the curriculum for Physics, Chemistry, and Biology, and ensuring the highest standards of teaching and learning within the department. This role involves strategic planning, staff development, and fostering a collaborative and innovative environment to inspire students and staff alike.

Heads of Department report to the Director of Studies and are responsible for leading and managing their department effectively, to ensure that all students and staff reach their full potential.

This job description reflects the core responsibilities of the role and may evolve as the School and the post-holder grow. The School expects the post-holder to recognize this need for flexibility and to adapt as necessary. Additionally, the post-holder may be assigned other duties.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Develop and lead the department.
- Encourage, manage and support the professional development of department members.
- Monitor the quality of teaching and learning and ensure it is excellent and in line with Harrow New York aims and ethos.
- Work in conjunction with the Director of Studies and wider Senior Leadership Team to plan the curriculum, including regularly reappraising and reviewing.
- Ensure the curriculum incorporates digital, social and cognitive competencies and complies with relevant New York State and International Baccalaureate Programme standards and practices.
- Ensure, in conjunction with the learning support team, that the provision for students with Additional Learning Needs is in place.
- Regularly assess, monitor, record and report on students' learning needs, progress and achievements through the School's Learning Management System.
- Support and nurture staff development and wellbeing in conjunction with the leadership of the School.
- Lead on the school's appraisal and performance management processes for department staff.
- Help identify future staffing needs of the department and to play a key part in the recruitment process for department members.

SPECIFIC TEACHING RESPONSIBILITIES

- Plan and deliver well-structured, engaging lessons aligned with the School's global curriculum, ensuring student understanding.
- Set and maintain high expectations for student performance, challenging them to achieve their full potential while providing the necessary support.
- Integrate digital, social and cognitive competencies into teaching practices, to equip students with practical skills and competencies for their future.
- Differentiate instruction and assessments to meet individual student needs, including those with learning differences and English language learners.
- Regularly assess, monitor, record and report on students' learning needs, progress and achievements through the School's Learning Management System.
- Utilize technology and creativity to enable more innovative and effective approaches to learning and teaching.
- Support students - guiding, directing, consoling, nurturing, and intervening more significantly in times of need.
- Collaborate with colleagues and other relevant professionals within and beyond the School to support students.
- Lead and actively participate in departmental, faculty policy review and other relevant meetings and School assemblies.
- Liaise with Heads of House and the Head of Boarding and Pastoral Care on matters concerning student discipline and behavior.
- Implement and adhere to all School and departmental policies.
- Engage in active supervision and interaction with students.

ADDITIONAL SPECIFIC RESPONSIBILITIES

- Participate in and assist with organizing trips and activities to enhance the teaching and learning of the subject.
- Serve as a tutor in a house fulfilling related duties in accordance with the general job description of Form Tutor.
- Contribute to the Personal, Social, Health, and Economic (PSHE) education program.
- Foster and sustain Super Curriculum interest in the subject through Electives, lectures, clubs, competitions and other academic extension.

GENERAL DUTIES

- Support and contribute to the School's vision and values.
- Contribute to the character development of students.
- Share in supervisory duties, including examination invigilation, meal and break supervision.
- Contribute to evening and weekend House duties on a regular basis.
- Lead and participate in co-curricular activities, which are integral to School life.
- Communicate effectively with students, parents/guardians, colleagues, wider school community and Board.
- Attend whole School events such as Open Days and Speech Day.
- Provide cover for staff absences, as needed.
- Comply with School policies and procedures related to child protection, health and safety, confidentiality, security, data protection, reporting all concerns to the appropriate person
- Promote the safety and wellbeing of all students.
- Effectively manage student behavior to maintain an orderly and safe learning environment, while fostering high standards of conduct through positive reinforcement and building strong, respectful relationships with students.
- Engage in ongoing professional development to enhance teaching skills and overall performance.
- Participate constructively in the school's appraisal and performance management processes
- Engage in active supervision and interaction with students, including standing for extended periods, moving around the classroom and wider campus, and participating in physical activities as needed to support student learning.

PERSON SPECIFICATION

All members of staff are expected to be positive role models within the School community and conduct themselves in line with the School's values: **Courage, Honor, Humility** and **Fellowship**. The successful candidate will demonstrate:

QUALIFICATIONS AND EXPERIENCE

Essential

- High-level academic qualifications, in a relevant subject area .
- Formal teaching qualification such as an appropriate education degree, or a bachelor's degree along with an internationally recognized teaching qualification (e.g., US state-approved teacher education program, UK PGCE, UK QTS).
- Significant experience in leadership, at reputable schools, with students aged 11-18, demonstrating a consistent record of success.
- Proven ability to lead, motivate and inspire a team and manage resources.
- Expertise in International Baccalaureate Programmes.
- Experience in strategic planning and implementation.
- Advanced classroom teaching skills, effectively enabling and inspiring students to achieve high standards.
- Deep practical and contextual expertise in the subject area, combined with genuine subject passion.
- Strong experience in safeguarding, pastoral care and student leadership.
- Sensitivity to the needs of young people, with a commitment to their support and development.
- Familiarity with School IT applications and management information systems.
- Willingness to engage in a boarding environment.
- Ongoing dedication to personal and professional growth to uphold high standards.
- Excellent proficiency in written and spoken English.

Desirable

- Additional qualifications or studies beyond a bachelor's degree.
- Leadership experience in international schools and proven ability to work with a diverse student body and faculty.
- Familiarity with the unique requirements of a boarding school environment.
- Possess a range of interests that can enhance the co-curricular life of the School.
- Experience in establishing and working within a new school setting.

SKILLS AND ATTRIBUTES

- Strong alignment with the School's ethos and values and displaying ambition for the School's direction.
- Excellent interpersonal and management skills, with the ability to relate well to people at all levels and encourage and motivate.
- Clarity of thought and the ability to express ideas and arguments in a thoughtful and analytical manner.
- Effective team player and track record of working collaboratively across departments.
- Exceptional organizational and administrative skills, maintaining composure under pressure.
- High stamina and resilience to endure the demands of a busy School environment
- Good judgement, diplomacy and discretion when handling sensitive situations with students, parents and colleagues.
- Upholds integrity and honesty in all professional interactions.
- Ability to build positive relationships and inspire others to achieve their best, fostering a supportive and collaborative environment.

It is the post holder's responsibility to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of pupils in the School they must report any concerns to the School's Designated Safeguarding Lead.