

HEAD OF SCIENCE REQUIRED FROM SEPTEMBER 2017

The School

St Gabriel's is an independent day school founded in 1929 which incorporates Sandleford, our EYFS provision. At present there are approximately 500 pupils in the school. Sandleford Priory dates back to the early Middle Ages and is set in a beautiful Grade 1 listed building within 54 acres of Capability Brown parkland, which provides a gracious setting in which to work. St Gabriel's pupils thrive through strong, effective pastoral support; our broad curriculum and range of activities afford each pupil the opportunity to enjoy success according to their particular talents. St Gabriel's is no ordinary school; parents are always impressed by the sense of purpose and enthusiasm of the talented, committed staff and the confidence of the extremely happy pupils.

The Department

The Science Department is made up of three full-time Science teachers and three part-time teachers. We have three part-time technicians that look after the needs of both the Senior and Junior School Science teaching staff. The department itself is made up of four laboratories and one smaller Sixth Form laboratory. All laboratories are up to date with ICT interactive whiteboard facilities in each laboratory.

In Years 7 and 8 we follow a scheme based on the Key Stage 3 specification which is designed to prepare our pupils to start the AQA Core GCSE Science in Year 9. The majority of pupils go on to complete the GCSE Core & Additional Science by the end of Year 11. A small group of pupils will complete the Separate Science GCSE qualification in this time. A high number of pupils choose to take A levels in two of the Sciences with many going on to study science at university. The examination results at all levels speak for themselves.

The Post

- To teach, KS3, GCSE and A level Biology and Chemistry as required by the Principal.
- To implement and oversee the Science curriculum for Years 6 -13 and ensure the Principal is kept up to date with key subject developments and recommendations. The curriculum overview will involve close liaison with the Junior School Science Subject Leader in order to ensure continuity and progression.
- To ensure the department adheres to the school's Assessment for Learning Policy and that assessment is both frequent and used appropriately to inform teaching, setting and examination entrance.
- To prepare and provide classroom activities appropriate to each year group.
- To prepare, set and mark homework as appropriate for pupils in accordance with the school's Assessment for Learning Policy.
- To set, mark and analyse internal examinations and tests as necessary.
- To oversee GCSE and A level examination entries with subject staff and the Examinations Officer.
- To moderate pupils' work for external examinations.
- To arrange, or oversee the arrangement of, regular extra-curricular visits and workshops that both support teaching and learning and promote further the study and enjoyment of Science at St Gabriel's.
- To ensure improved achievement, retention and success rates through setting and the monitoring of annual performance targets.
- To ensure that pupils are taught in appropriate groups.
- To ensure that pupils' efforts are properly rewarded.

- To keep up to date with the latest developments in education, both in the state and independent sectors,
- To oversee all extra-curricular activities, clubs, visits and exchanges.
- To co-ordinate pupils' visits, field courses, etc.
- To be responsible for the implementation of Health & Safety procedures within the department and to ensure that they comply with school and government requirements, e.g. documents and regulations from COSHH, CLEAPSS, etc.
- To ensure staff are aware of Health and Safety information and undertake risk assessments where necessary.
- To write risk assessments for the department in line with current legislation.
- To work with the Bursary to ensure that the Department is compliant with all Health and Safety policies.
- To sit on the school's Health & Safety Committee.

Leadership and Management

The Head of Science is responsible to the Principal for the effective promotion of the subject within the school at GCSE and A level. The Head of Science will foster professionalism within the department at all times and ensure excellent communication between the department and The Executive.

The Head of Science will:

- Draw up departmental policy statements in collaboration with the Principal and develop and review a departmental handbook.
- Be responsible for ensuring rigorous quality assurance through the application of the Quality Assurance frameworks and the whole school development plans.
- Submit, agree and maintain the departmental budget annually with the Executive.
- Order textbooks, stationery and other appropriate resources to effectively support the curriculum and promote the pupils' progress according to their ability.
- Agree the departmental development plan with the Principal through 'strategic conversations' in annual meetings and initiate changes and targets which will promote the development of Science throughout the school.
- Ensure that all members of the department are familiar with the departmental Aims and Objectives as agreed with the Executive.
- Implement school policies and procedures, undertaking risk assessments, as appropriate.
- Establish, develop and monitor common, effective standards of practice of teaching and learning within the department.
- Analyse and evaluate with the department, performance data in collaboration with the Director of Curriculum and take appropriate action in response.
- Take part in the school's Professional Development Programme and act as a reviewer for a group of staff within the department.
- Support and instigate staff development.
- Promote opportunities for the continued development of staff both professionally and personally.
- Be approachable and supportive to your staff.
- Contribute to the Performance Management of staff (both teaching and support) including formal lesson observations, thereby ensuring the effective delivery of the curriculum.
- Develop annual staffing levels (teaching and support staff) and to ensure that staff are appropriately placed to teach their specialist subjects within the school timetable.
- Ensure that staff are aware of special circumstances affecting pupils, such as dyslexia, physical disabilities, home background, etc.
- Ensure effective internal and external communication across the curriculum subjects (Biology, Chemistry, Physics and Psychology).
- Ensure that the department is represented at Open Days/Evenings and other events.
- Effectively and efficiently manage the deployment of human and physical resources across the department and ensure value for money.

- Make appropriate arrangements for classes when departmental staff are absent ensuring appropriate cover within the department in conjunction with the Director of Curriculum.
- Ensure subject staff display pupils' work effectively, ensure that teaching areas within the Department are well organised and space is used to its maximum potential.
- Attend the Head of Departments Meetings chaired by the Director of Teaching & Learning.
- Hold and chair weekly minuted departmental meetings when information from the Head of Departments meetings will also disseminated and submit minutes to both the Principal and Vice-Principal.
- Assist the Principal and Vice-Principal in recruiting departmental staff and deploy current staff appropriately in liaison with the Director of Curriculum.
- Contribute to the school's recruitment and marketing activities by collecting material for press releases, newsletters and the school website.

Pastoral Care and Welfare of pupils and staff

Pastoral care at St Gabriel's supports the learning, behaviour and welfare of all our pupils.

The pupils in our care are individuals and we recognise that every pupil arrives at the school with potential and must be able to succeed in our environment. Each pupil and their parents are therefore entitled to and receive support, which is adapted at every stage of their development according to their needs.

St Gabriel's aims to sustain excellent standards of pastoral care. The school thrives on all staff being courteous to colleagues and providing a welcoming environment to visitors and telephone callers. The school is committed to the ongoing support of existing staff through a variety of INSET on important issues relating to the welfare of children and to the training and support of new staff through its programme of induction.

We promote moral and spiritual values through the quality of relationships between pupils and between pupils and staff; commitment to the care of others remains paramount to the ethos of the school.

The Head of Science will therefore:

- Be familiar with the school's Child Protection (Safeguarding) Policy & Safeguarding Guidance and report any concerns to the Designated Safeguarding Lead.
- Have responsibility for the pastoral care of a Tutor Group and contribute to the school's PSHE programme.
- In accordance with the school's Pastoral Policy, encourage an ethos of mutual trust and respect between staff and pupils, in an environment that is free from the fear of ridicule.
- Maintain responsibility for the exemplary behaviour of all pupils and support subject staff with any disciplinary problems within the department, in the first instance, before communicating with the relevant Tutor or Head of School, should the need arise.
- Ensure the safety of pupils and staff within the department, on extra-curricular visits and be responsible for the operation of Health and Safety requirements according to school policy.

Salary

St. Gabriel's has its own generous salary scales and the DfEE Superannuation Scheme applies.

Method of Application

Please apply by completing the Confidential Application Form and return it to Mr Ricki Smith, Principal, St Gabriel's, Sandleford Priory, Newbury, Berkshire RG20 9BD. Applications should arrive by Monday, 24 April 2017.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be 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 children in the school, s/he must report any concerns to the school's Child Protection Officer or to the Principal.