

KING EDWARD VI SCHOOL, SOUTHAMPTON

JOB DESCRIPTION

THE HEAD OF SCIENCE AND TECHNOLOGY

The Head of Faculty has overall responsibility for the management of the Science and Technology curriculum, resources and staff across the Faculty. He or she is also responsible for advising the Head and other senior staff about current trends and future developments across the Sciences and Technology. He or she will sit on the Academic Board and Heads of Department committee and report to the Deputy Head (Academic).

Responsibilities of the post of Head of Science and Technology

Faculty Administration

1. To give a strong lead to staff within the Faculty and to set standards of practical teaching and professional commitment.
2. Monitor Faculty schemes of work consistent with the School's curriculum and the examination specifications currently in use.
3. To assist the Head in periodic evaluations of the Faculty's performance.
4. To develop and maintain effective methods of communication with the Head, Board of Governors, other staff, pupils, external agencies and the wider community.
5. To chair and produce the agenda for effective Faculty meetings, usually with the Heads of Department within the Faculty, to ensure that there is appropriate co-ordination across the Faculty.
6. To be responsible for maintaining high standards of pupil discipline in the Faculty including supporting staff during lessons when appropriate.
7. Attend the necessary meetings and conferences to keep him or her well informed about future scientific and technological issues.
8. Ensure the implementation of School policies in relation to assessment.
9. Monitor the use of resources, staffing and INSET across the Faculty and provide advice about budget requirements when required.
10. To assist the Director of Studies in constructing the timetable by appropriate allocations of personnel.
11. Consult effectively with, and represent fairly, the views, interests and arguments of Departments within the Faculty at meetings of the Academic Board and other meetings as appropriate.

KING EDWARD VI SCHOOL, SOUTHAMPTON

JOB DESCRIPTION

12. Delegate appropriate areas of Faculty responsibility.
13. To have overall responsibility for the Health and Safety Policy within the Faculty.
14. Encourage participation in competitions, projects, exhibitions and Science Clubs.
15. Act as an ambassador for Science and Technology at King Edward's both within the School and elsewhere.
16. Organise and oversee the biennial Science Festival programme.
17. Ensure that routine tasks as defined in the Head of Department job description are fulfilled to a high standard.

Staff

- (a) To have a responsibility for the professional development of staff in the Faculty and to identify opportunities and needs for appropriate in-service training.
- (b) To have a concern for the professional and personal welfare of teaching and support staff in the Department.
- (c) To promote good staff relationships and ensure that effective channels of communication are maintained.
- (d) Assist NQTs and student teachers.
- (e) Attend appropriate in-service training and encourage the other Science staff to participate in such training.
- (f) To assist and advise the Head on the appointment of staff to the Department
- (g) Supervise the duties of laboratory staff.

The post carries the appropriate period remission (6 periods over the two week cycle) and the responsibility allowance of a Head of Faculty for the duration of the post