



## RUGBY SCHOOL NIGERIA

### JOB DESCRIPTION

<b>Job Title</b>	Head of Physics
<b>Department</b>	Science
<b>Function</b>	Academic
<b>Reports to (Job Title)</b>	Head of Science and Deputy Head (Academic)
<b>Location</b>	Rugby School Nigeria

### JOB PURPOSE

The post holder is required to lead the Physics Department with enthusiasm, commitment and energy. They will plan, organize and manage the Physics Departmental requirements delivering the appropriate strategy, both in the short and long term.

For the right candidate, there may be the option of taking on the additional responsibility of Head of Science.

### KEY RESPONSIBILITIES/ACCOUNTABILITIES:

#### Curriculum

- To plan and implement the curriculum, including the production of schemes of work, taking into account where appropriate, any national guidance to ensure all syllabus requirements are adhered to.
- Ensure that high academic standards are achieved and the highest standard of teaching and learning is maintained.
- To review and develop the curriculum in line with School policy and national trends.
- To develop and evaluate teaching approaches.
- To publish annually a departmental handbook, including details of the curriculum and programmes of study.
- Overseeing the learning environment including displays of pupil work.

#### Pupils

- Responsibility for pupils' progress and welfare within the department.
- Establish a common approach to prep within school policy.
- Establish and publish procedures for rewards and sanctions within School policy.
- Provide academic enrichment for students to engage with Physics outside the classroom (e.g. Astronomy Club, Lectures by visiting speakers etc.)

#### Staff

- To manage the departmental resource in accordance with the School's policies and procedures including performance management of staff.
- Induct new staff.
- Support and guide all members of the department.
- Responsible for overseeing the professional development of departmental staff including yearly appraisals and internal training and development.
- Setting, in consultation with members of the department, departmental priorities.

- Ensure effective communication and a unified sense of purpose within the department; hold regular, minuted departmental meetings, with a key focus on teaching and learning.
- Establish good communication with other departments, including Learning Support staff, librarians and senior staff.
- Advise the Principal on the selection of new staff.

### **Administration**

- Ensure that assessment of pupils' work within the department is regular, thorough, follows the departmental marking policy, and check that full records are kept.
- Prepare for assessment and/or examinations (internal and external) and liaise with staff responsible for their organisation.
- Maintain departmental records.
- Liaise with staff and the Deputy Head (Academic) regarding staff allocation and teaching groups.
- Ensure that departmental stock and equipment are well cared for and economically used; liaise with the Bursary regarding funding and be responsible to the Bursar for budgets, grants, bills, recharges etc. as directed.
- To represent the department in all matters within the School: attend Heads of Department meetings; contribute, as required, to the various open mornings, academic booklets and promotional literature.
- Provide the Principal with a detailed report on examination results by the second week in September.
- To organise and lead departmental trips including residential trips that may occur outside of term time.

### **Teaching**

- Plan, prepare and teach well-structured lessons.
- Teach, according to their educational need, the pupils assigned; setting and marking work, including examinations.
- Adapt teaching to respond to the strengths and needs of all pupils, knowing when to differentiate appropriately.
- Assess, record and report on the development, progress and attainment of pupils.
- Set high expectations which inspire, motivate and challenge pupils.
- Promote the general progress and well-being of individual pupils and of any class or group of pupils assigned.
- Manage pupil behaviour effectively to ensure a good and safe learning environment.
- Demonstrate good subject and curriculum knowledge.
- Communicate and consult effectively with the parents of pupils.
- Communicate and co-operate with persons or bodies outside the School.
- Participate in meetings arranged for any of the purposes described above.
- Advise and co-operate with other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements.

### **Assessment and reports**

- Make accurate and productive use of assessment, providing or contributing oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Use relevant data to monitor, progress, set targets and plan subsequent lessons.
- Give pupils regular feedback, both orally and through accurate marking.

### **Appraisal and professional development**

- Participate in arrangements made for teacher appraisal and professional development.
- Review methods of teaching and programmes of work.
- Undertake such training as may be reasonably required by the School to adapt to the changing requirements of the School or as may be necessary to fulfil the School's statutory or regulatory obligations.
- To undertake mandated job related training as required and instructed by the School.

### **Additional professional responsibilities**

- Fulfil wider professional responsibilities by making a positive contribution to the wider life and ethos of the School.
- Contribute to the provision of activities to support the co-curricular programme of the School.
- Act as a personal tutor to pupils assigned in a Day/Boarding House.
- Accompany pupils on trips away from the School.

- Attend assemblies, registration of pupils and supervise pupils outside the classroom, whether these duties are to be performed before, during or after School sessions.

#### **Child protection, discipline, health and safety**

- Promote and safeguard the welfare of children and young persons.
- Maintain good order and discipline among the pupils and safeguard their health and safety both when they are on the School premises and when they are engaged in authorised School activities elsewhere.
- Ensure all staff act in accordance with Rugby School's policies and procedures.

#### **Public examinations**

- Participate in arrangements for preparing pupils for examinations and supervise them during public and internal examinations and assessments.

#### **Co-curricular**

- Rugby is a seven days a week boarding school. All staff are expected to tutor and to contribute to the co-curricular programme.

#### **Flexibility**

- Undertake such other reasonable duties from time to time as the School may reasonably require.

### **PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications</b>	A graduate with a good honours degree from a leading university.	PGCE. A Masters or further degree.	<ul style="list-style-type: none"> <li>• Production of the applicant's certificates.</li> <li>• Discussion at interview.</li> <li>• Independent verification of qualifications.</li> </ul>
<b>Experience</b>	<p>Demonstrable experience of contributing to the success and development of a department.</p> <p>A track record of classes having success in public exams.</p> <p>Evidence of a commitment to on-going professional development.</p> <p>Experience of tracking and monitoring student progress and responding accordingly.</p>	<p>Leading an aspect of curriculum.</p> <p>Managing and appraising colleagues.</p> <p>Coaching in a school environment.</p>	<ul style="list-style-type: none"> <li>• Contents of the application form.</li> <li>• Interview.</li> <li>• Professional references.</li> </ul>

<b>Skills</b>	<p>Ability to motivate, lead and manage a large department.</p> <p>Ability to maintain appropriate discipline when dealing with students.</p> <p>Ability to organise own workload, prioritise and meet deadlines.</p> <p>Ability to work on own initiative, and as part of a whole school team.</p> <p>Ability to communicate effectively with other staff, students and leadership.</p> <p>Excellent interpersonal, written and oral skills.</p> <p>Ability to network both inside and outside the school community.</p>		<ul style="list-style-type: none"> <li>• Contents of the application form.</li> <li>• Interview.</li> <li>• Professional references.</li> </ul>
<b>Knowledge</b>	<p>Highly developed IT skills and a willingness to keep up to date with new technologies.</p> <p>Current knowledge of educational change and issues.</p>		<ul style="list-style-type: none"> <li>• Contents of the application form.</li> <li>• Interview.</li> <li>• Professional references.</li> </ul>
<b>Personal competencies and qualities</b>	<p>Determined and driven.</p> <p>Motivation to work with children and young people.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p> <p>Creative and imaginative.</p> <p>Demonstrably energetic and enthusiastic</p> <p>Positive attitude to use of authority and maintaining discipline.</p> <p>Committed to on-going CPD.</p> <p>Determined to grow and develop as an individual.</p> <p>Willingness to embrace a coaching philosophy in all aspects of school life.</p>		<ul style="list-style-type: none"> <li>• Contents of the application form.</li> <li>• Interview.</li> <li>• Professional references.</li> </ul>