



THE HOWARD PARTNERSHIP TRUST

'Bringing out the Best'

OXTED SCHOOL

JOB PROFILE – HEAD OF PHYSICS

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| Job Title: | Head of Physics | | | |
| Reporting to: | Head of Faculty or Deputy Head of Faculty | | | |
| Salary: | MPR/UPR & TLR 2c | | | |
| Job Purpose: | <ul style="list-style-type: none"> To ensure that all staff within the department provide high-quality teaching and learning that supports students to make as much progress as possible To lead and develop a team and participate in activities that support the improvement priorities of the school To consistently maintain the Teacher Standards | | | |
| Key accountabilities | | | | |
| Strategic Leadership | Teaching and Managing Student Learning | Assessment and Evaluation | Professional Development | Communication |
| <ul style="list-style-type: none"> To develop, promote and monitor whole school policies and procedures with specific responsibility for improving the quality of teaching and learning within the department To audit and plan the curriculum provision and enrichment within the department To identify areas for improvement within the faculty and contribute to whole-school self-evaluation and improvement planning To set expectations and targets for staff and students in relation to student achievement and monitor progress towards these targets | <ul style="list-style-type: none"> To ensure that teaching and learning within the faculty is of a consistently high standard and provides challenge and engagement To create, review and update effective schemes of work for all key stages which support the highest quality teaching and enable progression for all students To observe and analyse classroom practice, offering targeted support when necessary in line with whole school Quality Assurance procedures To develop students' communication, literacy and numeracy skills To keep abreast of new curriculum thinking | <ul style="list-style-type: none"> To establish and implement clear practices for assessing, recording and reporting on student progress in line with school policy To lead the implementation of intervention strategies to ensure outstanding progress for all students | <ul style="list-style-type: none"> To role model outstanding classroom practice To inspire and motivate staff within the faculty and develop a cohesive team To promote collaborative working within the faculty, with other subject areas and other THPT schools | <ul style="list-style-type: none"> To attend regular line management meetings with SLT line manager To attend Curriculum meetings and follow up any action points To organise faculty meetings ensuring the focus is on the improvement of Teaching and Learning To establish effective communication with parents / carers To develop lines of communication between feeder schools and faculty staff to ensure continuity and progression. To attend parent / information evenings in line with role |

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| <ul style="list-style-type: none"> • To contribute to the appointment of staff to the faculty • To deploy teaching and support staff within the faculty. • To carry out Performance Management in line with whole school procedures • To manage a budget and oversee effective allocation of material resources within the faculty | <p>(including KS2) and examination specifications</p> <ul style="list-style-type: none"> • To promote the use of the VLE and extra-curricular opportunities to extend learning beyond the classroom • To manage student behaviour, sanctions and rewards within the faculty in line with school policy | | | |
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Subject Specific Information

We are looking for a Head of Physics to join Oxted School.

The Science Faculty is based in a purpose-built Science Centre, which contains sixteen fully equipped laboratories, three of which are dedicated to advanced level work. The Centre has its own staff room, intervention room, as well as two large technicians prep rooms.

The Science Faculty teaches all students up to Key Stage 4. At Key Stage 3 we teach an integrated Science course. Students are set in years 7, 8 and receive seven hours of Science lessons per fortnight throughout Key Stage 3.

At Key Stage 4, students follow AQA Science at GCSE. Students either follow a programme leading to the Entry Level Certificate, a double award in GCSE Science or the triple award leading to three separate GCSEs in Biology, Chemistry and Physics.

We offer the following courses to students in the Sixth Form: AQA Chemistry; AQA Biology; Edexcel Physics and BTEC Level 3 in Forensic Science. In all of these areas we encourage students to attend a variety of conferences and revision courses run by external organisations. At all levels of the curriculum, the Science Faculty make a positive contribution to the high achievements of Oxted School.

The faculty has a strong tradition of extra-curricular activities and Science Week. We have also had considerable success in the Surrey-Set point problem-solving competitions. Revision clubs are regular features of the day-to-day working of the Faculty and the Science staff make a valuable contribution to many aspects of school life.

The Science Faculty is led by a Head of Science, two Deputy Heads of Science who are also progress leaders for KS3 & KS4, and three Heads of Subject. We are forward-looking, innovative and work together as a team with a genuine spirit of co-operation. There are currently 18 Science teachers in the Faculty, a team of four superb technicians, and an HLTA.

Additional Information

- For details of how the school day is structured, please see school specific websites.
- ECT's will have a reduced timetable.
- The majority of staff will be form tutors.
- For more information about The Howard Partnership Trust (www.thehowardpartnership.org)

THE HOWARD PARTNERSHIP TRUST*'Bringing out the Best'***OXTED SCHOOL****PERSON SPECIFICATION – HEAD OF PHYSICS**

| Qualifications & Training | Essential | Desirable | How assessed |
|---|------------------|------------------|-------------------------|
| Qualified teacher status | ✓ | | Application |
| Relevant specialist qualifications in your subject | ✓ | | Application |
| Commitment to CPD and improving practice through reflection | ✓ | | Application / Interview |
| Thorough knowledge and understanding of curriculum requirements and developments within your own subject specialism | ✓ | | Application / Interview |
| Experience as a form tutor and / or pastoral work | | ✓ | Application / Interview |
| Skills and abilities | Essential | Desirable | How assessed |
| To be able to teach lessons which consistently meet the Teacher Standards | ✓ | | Application / Interview |
| Demonstrable experience of improving student outcomes | ✓ | | Application / Interview |
| Experience of carrying out monitoring and evaluation of colleagues | | ✓ | Application / Interview |
| Experience of leading CPD opportunities for colleagues | | ✓ | Application / Interview |
| To use a variety of strategies to engage students and promote a stimulating learning environment | ✓ | | Application / Interview |
| To lead a team, inspiring others and to promote faculty / department procedures | ✓ | | Application / Interview |
| To be a confident user of IT as a teaching tool | ✓ | | Application / Interview |

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| To contribute to the wider life of the faculty / department and whole-school, supporting extra-curricular and intervention initiatives | ✓ | | Application / Interview |
| Personal Attributes | Essential | Desirable | How assessed |
| Excellent communication skills with the ability to relate well to students and adults | ✓ | | Application / Interview |
| Ability to make effective use of data and develop timely and relevant intervention strategies to promote student progress | ✓ | | Application / Interview |
| Energy, enthusiasm, determination and an insistence on high standards | ✓ | | Application / Interview |
| Be able to work under pressure, prioritise and manage time effectively | ✓ | | Application / Interview |
| Safeguarding | | | |
| <p>The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). The Howard Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment</p> | | | |