

Job Description & Person Specification

Job Title: Head of Science (Secondary)

CAN YOU INSPIRE YOUNG PEOPLE?

We are seeking a well-qualified, visionary, and inspirational Head of Science who embodies the academic excellence and holistic ethos synonymous with top British International Schools. The successful candidate will demonstrate the leadership capacity to motivate, develop, and inspire those around them, both students and colleagues, fostering a culture where curiosity, high expectations, and professional growth thrive.

You will be passionate about making learning truly magical, committed to providing outstanding pastoral care for every student, and dedicated to shaping an enrichment curriculum that is both varied and genuinely rewarding. While previous overseas experience is not essential, a genuine desire to contribute meaningfully within an international community is.

Sharjah English School is a small, inclusive, non-for-profit school, occupying a spacious and attractive campus in close proximity to Dubai. We are a well-established co-educational school offering the National Curriculum to 1100 children from Foundation through to A Level. As well as serving the local British expatriate community, the school has students from many other nationalities. We are a British School Overseas and British Schools of the Middle East accredited school.

For August 2026, we are seeking a dedicated, dynamic, experienced and highly committed Head of Science with the ability to deliver the full range of the Science Curriculum at KS3 and Biology OR Physics at I/GCSE & A Level.

The new post holder must have a track record in fostering a caring and supportive atmosphere and be a passionate educator dedicated to the well-being, social and academic progress of each student. The successful applicant will be expected to make a significant contribution to the wider life of the school.

Please check the below job specification for more details on the role and its requirements.

You will receive a competitive tax-free salary, fully furnished accommodation, an annual return flight, private health insurance, up to two full school scholarships, a professionally stimulating and supportive working environment along with opportunities for promotion and development.

Sharjah English School provides an outstanding learning environment which encourages curiosity, ignites imagination and develops independence. We are committed to providing the very best learning experiences, through positive and supportive relationships.

If you wish to work in a school which supports and values its teachers and is described by its students as "friendly", "fair" and "diverse", we would like to hear from you.

SES SAFEGUARDING & SAFER RECRUITMENT

SES is an equal opportunity employer and as such treats all job applicants and staff with equal respect, free from unjustifiable discrimination.

SES is committed to safeguarding and promoting the welfare of all its students. A UK ICPC or equivalent police check is a prerequisite for all appointments

The safe recruitment of all colleagues (including consultants/ contractors/ supply teachers, activity providers and volunteers) in schools is the first step to safeguarding and promoting the welfare of children in education.

At Sharjah English School we ensure the practice of safer recruitment in checking and recording the suitability of staff and volunteers to work with children.

As part of the safer recruitment procedure, we will require the following information prior to starting work at SES:

- Up to date police records from a teacher's country of origin and previous country of employment.
- Two references, one of which must be from the current employer. If a teacher has worked in two or more schools, within 5 years, telephone contact will be made with those schools to ask why the teacher is leaving and if there were any concerns of a safety nature with children.

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ROLE & RESPONSIBILITIES

The Head of Department is a key member of the SES Secondary Middle Leadership Team, playing a vital role in supporting and realising the vision of the Secondary Leadership Team. This position demands a balance of subject-specific leadership, underpinned by strong administrative and organisational expertise, with a wider strategic understanding of Sharjah English School's mission, values, and educational ambitions. The Head of Department ensures that their curriculum area contributes meaningfully to the school's continued growth and pursuit of excellence.

As a Head of Department at SES, you are expected to be an adaptable, reflective, and innovative leader—someone who sets a clear professional direction for their subject, inspires others through their expertise, and serves as a passionate ambassador for both the department and the wider school community. You will have overall responsibility for the leadership, development, and ongoing evaluation of the subject for all students within the Secondary School, ensuring that provision remains engaging, rigorous, and aligned with SES's commitment to holistic, world-class education.

PLANNING, CURRICULUM DELIVERY & ORGANISATIONAL RESPONSIBILITIES

Preparation of teaching plans in accordance with school policy, updating plans regularly, storing updated versions in the appropriate place on the school's electronic system; plans should show evidence of differentiation for the different abilities of the children.

Developing and managing classroom resources; supporting Heads of Department/Subject Coordinators in buying new resources to improve provision.

Teaching subjects using the Sharjah English School curriculum in accordance with the school's policy.

Marking and evaluating students' work following the school's marking policy. Feeding back to children and parents as appropriate.

Recording results and completing reports on student achievement following the school's assessment timeline and keeping within deadlines set.

Attend Parents evenings for all year groups that are taught plus tutor evenings where appropriate.

Working in teams to moderate assessments, providing feedback either written or verbal as needed.

Working together in year group teams to plan trips and other activities such as assemblies to enrich the children's educational experience.

Attending meetings and making positive contributions at these meetings; contributing to the school development plan.

PROFESSIONAL DEVELOPMENT

Showing initiative and being proactive in keeping abreast of teaching and educational developments and sharing enthusiasm and resources with other teachers, attending teacher development programmes, participating in in-service courses (as funding permits) and attending professional meetings; participating in the Professional Growth and Development Process.

CONTRIBUTIONS TO SCHOOL LIFE

Supporting the wider educational and cultural life of the school; leading by example in supporting standards expected of students; performing the pastoral duties of a teacher and tutor; participating in a minimum of 1 extra-curricular activity per week; taking responsibility for the safety of students through supervision duties; supporting school and community programmes, volunteering to support whole school community events. Being a good role model for students; showing respect for peers and commitment to teaching. Being fully involved in and supportive of all aspects of school life both inside and outside the classroom.

COMMUNITY RESPONSIBILITIES

Reporting to parents through written reports and parent's evenings on the progress and development of students in the teacher's care. Being available to meet parents on a more informal basis and providing information for them indirectly through the administration and/or counselling staff.

WIDER RESPONSIBILITIES

Members of staff at SES are expected to wholeheartedly contribute to the wider life of school. SES provides holistic education to the students, so this requires a commitment from staff to contribute both in and out of the classroom and to the wide range of community events that take place across the school year.

ENRICHMENT

Co-curricular activities (CCA) form an integral part of the Enrichment Program at SES. It is expected that staff fully support the program by offering to run or support one of the wide ranging activities on offer to the students across the Secondary School.

Coaching and officiating, particularly in these key sporting areas is paramount to the success of our sporting opportunities:

- Netball
- Cricket
- Football
- Athletics

Support for the very successful International Award (DofE) scheme is encouraged as well as running school excursions and trips.

The school is very busy and there are many enrichment and community activities that take place throughout the year. These wonderful opportunities rely on the support of our staff to make them run. Our

teachers who teach here will have a love of their subject and the ability to inspire and challenge and stretch able students to reach their potential. Our teachers enjoy making an active contribution to co-curricular activities, both for the reward of the activity itself and because of the different dimension it gives to their relationship with their students.

PROFESSIONAL GROWTH

Our community strives to be self-evaluating and self-improving. We run an exceptionally innovative programme of ongoing Professional Growth. We rely on members of our team to be problem solving self-starters who contribute to making us all better learners. Potential to help colleagues improve and a willingness to improve one's own practice is an essential attribute of SES Staff.

WORKING HOURS

Monday – Thursday: 07.15 – 15:40 (CCAs run from 15:45 - 16:30)

If you need to leave the School before the end of the day, for the purposes of emergency evacuation or lock down procedure, you must notify your respective Head of Department and sign out of school at the relevant school office.

SUBJECT SPECIFIC EXPECTATIONS

The successful candidate will enjoy teaching Science Curriculum at KS3 and Biology OR Physics at I/GCSE & A Level.

Science teachers are expected to:

- Work to ensure that lessons and Schemes of Learning are well planned and recorded, with the aim to deliver fun, relevant and challenging tasks.
- Contribute to department resources and the development of the curriculum.
- Support and mentor students undertaking EPQs.
- Use relevant everyday events as a basis of science instruction that fosters interest and curiosity.
- Involve students in making sense of natural events and the science ideas underlying them.
- Aim to develop scientifically literate young citizens who can identify, evaluate and understand scientific arguments underlying local and global issues.
- Teach science with an interdisciplinary approach
- Be interested in students' ideas and use classroom-based assessments that reveal students' science thinking
- Take part in learning walks and share good practice in order to help develop the department.
- Have a cultural awareness and sensitivity to local beliefs and values.
- An ability and willingness to organise, run and take part in a variety of field trips or Science Week activities.
- Have an open classroom ethos, where colleagues are welcome at any time.
- Ensure that students and parents are kept informed of student progress through the school reporting process and also through individual intervention, as needed.

PERSON SPECIFICATION FOR THE ROLE OF TEACHER

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • QTS • Degree 	<ul style="list-style-type: none"> • Other professional qualifications
Knowledge and Experience	<ul style="list-style-type: none"> • Outstanding class teacher with outstanding student outcomes • Excellent understanding of relevant curriculum • Excellent understanding of use of a range of data to improve outcomes • Excellent understanding of Safeguarding and Child Protection policies and practices 	<ul style="list-style-type: none"> • Experience in more than one school (but not essential) • Up to date knowledge of current education issues • Proficient ICT user • Awareness of innovative thinking and practice in education • Experience of developing the practice of others • Experience of external subject related school competitions

Criteria	Essential	Desirable
Professional Skills	<ul style="list-style-type: none"> • High expectations and aspirations for students and staff • Form and maintain excellent effective relationships with all in school • Communicate effectively with all in school. • Be well organised and work within deadlines • Be a good team player and work cooperatively in different capacities 	<ul style="list-style-type: none"> • Inspirational role model to others in school
Personal Qualities	<ul style="list-style-type: none"> • Ability to use initiative • Ambitious and willing to learn • Flexible, creative and inspiring • Caring, positive, open and honest • Dedicated and hard working • Sense of humour • Create a positive work/life balance 	<ul style="list-style-type: none"> • Champion for children • Proactive in self-development • Views teaching as more than a job