



JOB DESCRIPTION – HEAD OF SCIENCE

Upton House is committed to safeguarding and promoting the welfare of children and young people, along with their protection and expects all staff and volunteers to share this commitment.

TITLE

Head of Science

PURPOSE OF JOB

The Head of Science will ensure the highest standards of learning, achievement and development of all pupils in science. This will be achieved through clear and effective leadership of subject staff and form teachers throughout the school.

RELATIONSHIPS

Responsible to the Head for teaching duties and responsibilities, and for teaching tasks. Interact on a professional level with colleagues and seek to establish and maintain productive relationships with them in order to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school, with particular reference to science.

RESPONSIBILITIES AND KEY TASKS

- a) Providing a vision for learning within the department
- b) Providing or organising Schemes of Work for all year groups throughout the school in consultation with the relevant staff
- c) Liaising regularly with the Head of Pre-Prep and Head of EYFS to ensure continuity and progression in science throughout the school
- d) Ensuring high standards of teaching, addressing any issues where teaching falls below the required standards
- e) Ensuring high standards of learning, addressing any issues or trends highlighted by assessment data, lesson observations and the scrutiny of children's work
- f) Liaising closely with the Deputy Head to ensure that pupils are well-prepared for all external examinations
- g) Liaising with senior schools as to expectation and requirements for science in senior school assessments.

- h) Ensuring that learning is personalised through good use of assessment data and good assessment practice with focussed work for all ability levels including those with Special Educational Needs and those who are identified as Gifted and Talented
- i) Ensuring that department staff fulfil the requirements of key school policies; reporting and assessment, marking, presentation of work, SEN G&T and Teaching and Learning to a high standard
- j) Planning for departmental improvement each year, implementing action points and ensuring value for money and the effective deployment of the department's annual budget
- k) Liaise with Director of Studies re the requisition, storage, maintenance and deployment of resources and equipment needed for the teaching of science in accordance with the school's policy.
- l) Assist the Head in the preparation of reports relating to the teaching of science if these are requested by the Council of Management or outside agencies.
- m) Keep up-to-date by reading and attending courses and seminars as appropriate.
- n) Recognise examples of good practice and encourage a collaborative approach between staff.
- o) Liaising with other subject leaders to ensure that opportunities for cross-curricular links are maximised
- p) Organising and teaching classes
- q) Head sessions with parents, informing and explaining science teaching at Upton House.
- r) To undertake such other duties consistent with the nature and responsibility of the post which the Head may from time to time determine



Person Specification – Teaching Staff

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Essential qualities

- recognised teaching qualifications
- professional approach to parents and colleagues
- motivation and enthusiasm to work with children
- emotional resilience in the working environment
- sense of humour
- loyalty and confidentiality in and out of working hours to the school
- team player
- supports the school's commitment in safeguarding and promoting the welfare of children and young people
- an updated knowledge of current educational practice
- ability to produce differentiated lessons that cater for a wide range of learning ability
- ability to use information technology to supplement education
- ability to communicate effectively to a variety of audiences both orally and in writing
- interested in extending knowledge and developing professional practice through training
- keenness to use initiative and be given responsibility
- ability to work some hours additional to normal working hours for purposes of training, meetings and parents evenings without additional pay

Reviewed February 2021