

## Head of Science Faculty

*Portland Place School is committed to safeguarding and promoting the welfare of all our children. All staff are trained in child protection. We ensure all candidates are properly police checked on appointment. The school will only accept fully completed application forms with three references and CVs attached.*

### **Join Portland Place – a haven of creativity**

Portland Place School is a leading independent co-educational day school for children aged 10-16, located directly in the heart of the City of Westminster. It was founded with a particular purpose in mind: to be an alternative to the intense, large, examination focused independent day schools of which there are many in London.

Part of the Alpha Plus family of schools, Portland Place offers rigorous and tailored career professional development to meet the needs of staff progression, a diverse and experienced group of teachers who share their pedagogical practice and first class teaching & learning and pastoral care for students. Portland Place School is undergoing a transformation in our approach to learning. Our aim is to provide a real-life education where children are adaptable, empathic and are prepared for the 21st Century careers.

The school is looking for an enthusiastic and highly skilled **Head of Science**. The post is suitable for an experienced Head of Science or for someone looking for such a position as their next career move. The salary will be in line with the maintained sector but on the Alpha Plus Scale.

The successful applicant will be able to engage and motivate the Science team; engage, motivate and drive enthusiasm amongst our students for science; play a key role in raising attainment. The applicant will be able to contribute, along with the rest of the faculty staff, to further promote and develop Science across the school.

## **Join Alpha Plus Group – the gold standard in education**

At Alpha Plus schools and colleges we offer rewarding careers. Our teachers and staff are passionate about education and have a desire for personal development.

Alpha Plus is a values-led organisation that prides itself on its high expectations of all involved in the education process.

*The successful candidate will meet all the requirements of the person specification, will receive strongly supported references and be subject to enhanced criminal record checks. All applications welcome regardless of age, gender, disability, ethnicity or religion but candidates must be fit and medically fit and have the right to work in the UK. Please view our school policies via the [APG Portal](#).*

## **Job Description**

### **JOB DETAILS**

**Job Title: Head of Science Faculty**

**Reports to: Deputy Head (DH)**

**Location: Portland Place School**

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### **JOB PURPOSE**

- To be accountable for and to provide professional leadership and management of the Science faculty;
  - To secure improved standards of learning and achievement in Science for all students through high quality teaching and effective use of resources;
  - To contribute to the development and maintenance of whole school strategy, policies and ethos.
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### **RESPONSIBILITIES**

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The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. The job description is not necessarily a comprehensive definition of the post and it may be subject to modification or amendment after consultation with the post holder.

#### **Strategic direction and development of Science**

- To have an enthusiasm for Science that motivates and supports other subject staff and encourages a shared understanding of the contribution Science can make to all aspects of students' lives;
- Develop and implement policies and practices for Science that reflect the school's commitment to high achievement through effective teaching and learning;

- Ensure that staff are clear about the importance and role of Science in contributing to students' spiritual moral, cultural, mental and physical development, and in preparing students for the opportunities, responsibilities and experiences of adult life;
- Use data effectively to monitor students' progress in Science and, where necessary, create and implement effective plans of action to support and/or stretch those students;
- Analyze and interpret, relevant national, local and school data, plus research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods;
- To involve all departmental colleagues in the creation and execution of the yearly department development plan and department SEF. This will identify clear targets for its development and/or maintenance in line with the SDP that:
  - are based on a range of comparative information and evidence, including in relation to the attainment of students;
  - identify realistic and challenging targets for improvement in Science;
  - are understood by all those involved in putting the plans into practice;
  - are clear about action to be taken, timescales and criteria for success;
- Monitor the progress made in achieving subject plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement;
- To regularly review the progress towards the targets set in the departmental development plan and provide regular progress updates to the DH to ensure that they are fully aware of all successes, issues and concerns.

### **Teaching and learning**

- To monitor and evaluate the department's specification and schemes of work;
- To engage all subject staff in the creation, consistent implementation and improvement of the schemes of work;
- Ensure curriculum coverage, continuity and progression in Science for all students, including those of high ability and those with special educational or linguistic needs;
- To ensure that examinations or other suitable methods of assessment are devised and applied at appropriate times. To ensure that all tests, examinations and assessments are based on the department's specification and marked according to a scheme common to the whole year group (except where some sets are following accelerated courses);
- To initiate and, where appropriate, organize curricular, extra-curricular and educational enhancement activities related to Science;
- Ensure effective development of students' literacy, numeracy and information technology skills through Science;
- Establish and implement clear policies and practices for assessing, recording and reporting on student achievement, and for using this information to recognize achievement and to assist students in setting targets for further improvement;
- Ensure that information about students' achievements in previous classes and schools is used effectively to secure good progress in Science;
- Set expectations and targets for staff and students in relation to standards of student achievement and the quality of teaching; establish clear targets for student achievement,

and evaluate progress and achievement in Science by all students, including those with special educational and linguistic needs;

- Evaluate the teaching of Science in the school, use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching;
- To use a variety of methods to monitor and evaluate the teaching and learning offered by Science staff, and take appropriate action to improve further the quality of teaching and learning;
- To provide quality assurance monitoring and intervention with all subject staff;
- To monitor progress and evaluate the effects of any improvement strategies on teaching and learning by working alongside subject staff, analyzing work and outcomes;
- To provide regular feedback to the DH to help the school evaluate its practice;
- To assist the DH in the regular review of the standards of leadership, teaching and learning in Science area;
- To ensure that subject staff are aware of the implications of equality of opportunity which Science raises.

### **Leading and managing staff**

- Help staff to achieve constructive working relationships with students;
- Establish clear expectations and constructive working relationships among staff involved with Science, including through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate; evaluating practice; and developing an acceptance of accountability.
- To be responsible for inducting NQTs and new staff;
- Appraise staff as required by the school policy and use the process to develop the personal and professional effectiveness of the Science team;
- To act as appraiser for identified teachers;
- To ensure the performance management arrangements are effectively discharged by the other team leaders in the department;
- Lead professional development of Science staff through example and support, and coordinate the provision of high quality professional development by methods such as coaching, drawing on other sources of expertise as necessary, for example, higher education, LEAs, subject associations;
- Work with the Assistant Head (Student Support) and any other staff with special educational needs expertise, to ensure that individual education plans are used to set subject specific targets and match work well to students' needs;
- Ensure that the Headmaster, SLT and governors are well informed about subject policies, plans and priorities, the success in meeting objectives and targets, and subject-related professional development plans;
- To monitor and evaluate the contribution and impact of Science staff to school improvement;
- Take initial responsibility for the pastoral care and welfare of all Science staff;

### **Efficient and effective deployment of staff and resources**

- Establish staff and resources needs for Science and advise the Headmaster and SLT of likely priorities for expenditure, and allocate available subject resources with maximum efficiency to meet the objectives of the school and subject plans and to achieve value for money;
- Help in the selection of staff for the department; deploy, or advise the Headmaster on the deployment of staff involved in Science to ensure the best use of subject, technical and other expertise;
- Ensure the effective and efficient management and organization of learning resources, in conjunction with Head of IT & E-Learning foster and oversee the application of ICT in Science, including development of materials for Firefly and for use on iPads;
- Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school;
- Use accommodation to create an effective, well ordered, attractive and stimulating environment for the teaching and learning of Science;
- Ensure that there is a safe working and learning environment in which risks are properly assessed.

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#### SKILLS AND EXPERIENCE REQUIRED

Area	Criteria	
<b>Skills, Knowledge and Experience</b>	Ability to plan and deliver outstanding, exciting and innovative lessons	Essential
	Evidence of professional development	Essential
	Experience of teaching Science at KS3, KS4	Essential
	Ability to lead extra-curricular activities	Essential
	Excellent communication	Essential
	Excellent and up-to-date subject knowledge	Essential
	Strong data analysis skills	Desirable
	Experience of line managing colleagues	Desirable
<b>Qualifications</b>	Experience and success in leading change	Desirable
	A good degree in a scientific discipline A PGCE qualification	Essential Desirable
<b>Qualities</b>	Creative, enthusiastic and inspirational teacher	Essential
	A passion for educating children	Essential
	Willingness to participate in and take responsibility for trips	Essential
	Commitment to working as part of a team	Essential
	Establishes excellent relationships with students and parents	Essential

## **SAFEGUARDING**

APG is committed to safeguarding and promoting the welfare of children and young people and as an employee of APG you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff within APG Schools and individuals are expected to conduct themselves in a way that reflects the principles of our organisation.

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## **JOB DESCRIPTION AGREEMENT**

Job Holders signature:

Date:

Manager's signature:

Date: