



The Hampshire School
C H E L S E A

Job Description

Job Title: Head of Science Department

Responsible to: Head

Key Responsibilities

- To be accountable for and to provide professional leadership and management of science across the school (KS1 – KS3, 13+ ISEB Common Entrance and other independent school entrance requirements at 11+, 13+ and scholarship).
- To 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 for maximising pupils' outcomes.
- To secure high standards of learning and achievement in science for all pupils, and meet the objectives of the school and subject plans, through effective deployment of resources, and advise the Head of likely priorities for expenditure to achieve these standards within the confines of the school budget.
- To develop and implement policies and practices for science, and whole school strategies and policies, which reflect the school's commitment to high achievement through effective teaching and learning.
- To use the school's methods of monitoring and evaluating teaching and learning, and take appropriate action to maintain very high expectations regarding pupils' outcomes in science.
- To be responsible to the Head for the co-ordination of all aspects of the science curriculum and associated science assessment framework in the school (EYFS – Year 8).
- To be responsible for writing and publishing the Science Policy in consultation with the Head of Academic and the Head.
- To engage all staff who teach science at the school in the creation, consistent implementation and improvement of the schemes of work, and assisting staff with their planning and delivery of the subject whether taught by a Form Teacher or science specialist.
- To conduct a book scrutiny and learning walks on a termly basis to ensure that staff are complying with the Marking Policy and to monitor individual pupil progress.
- To be responsible for monitoring and evaluating the implementation of the science curriculum.
- To use data effectively to monitor individual pupil progress in science and, where necessary, create and implement effective plans of action to support and/or stretch individual pupils, including those with SEND, the more able, gifted and talented and EAL. To evaluate the effects of improvement strategies on pupils' learning and outcomes by working with subject staff and in consultation with the Head of Academic.
- To work with the Head of Inclusion to ensure that in the 'Learning Passports' (individual education plans) are used to set subject specific targets and meet pupils' needs, and to contribute to the year group vocabulary and reading lists.
- To analyse and interpret, relevant national and school progress data by cohort (e.g. GL Progress in Science) to inform policies, practices, expectations, targets and teaching methods.

- To create the annual science department development plan (which should identify clear targets and success criteria for its development and / or maintenance of the subject) and contribute to the school's Self-Evaluation Form and School Progress Plan.
- To attend INSET courses and be involved in the provision of school-based INSET for the teaching of science.
- To liaise with other schools and agencies so ensuring up to date knowledge of current developments with regard to good practice in science.
- To be responsible for monitoring, evaluating, disseminating policy, advice and support for health and safety issues relating to the teaching of science across the school.
- To monitor homework activities in science.
- To initiate and, where appropriate, organise curricular, extra-curricular and educational enhancement activities, including entry to science quizzes and competitions.
- To ensure that staff are clear about the importance and role of the school's Core Values in contributing to pupils' well-being and spiritual moral, cultural, mental and physical development, and in preparing pupils for the opportunities and responsibilities of life.
- To ensure that examinations or other suitable methods of assessment are devised, implemented and marked in line with the school's Marking Policy.
- To ensure effective development of pupils' literacy, numeracy, handwriting and IT skills through science.
- To comply with the school's reporting policy regarding pupils' progress and achievement.
- To induct new staff in relation to the teaching of science
- 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 continually assessed.

Professional Requirements:

- To promote the wider aspirations and Core Values of the school.
- To have a working knowledge of teachers' professional standards and duties.
- To operate at all times within the stated policies and practices of the school.

Safeguarding

The Hampshire School Chelsea is committed to safeguarding and promoting the welfare of children and young people and as an employee of The Hampshire School Chelsea all employees must share this commitment. The protection of pupils' welfare is the responsibility of all staff and employees within The Hampshire School Chelsea and individuals are expected to conduct themselves in a way that reflects the values of our school.

Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task undertaken may not be identified. This job description does not direct the particular amount of time to be spent in carrying the responsibilities listed and no part of it may be so construed. Employees will be expected to comply with any reasonable request from the Head and to undertake any other reasonable duties and directions which may be given to them by the Head (or a person on the SLT or in authority if employed by them) from time to time. The job description may be subject to modification or amendment after consultation with the post holder.