



POSITION DETAILS:	
Position Title:	Head of Science
Reports to:	Head of Secondary
Division:	Academic
School:	Academic
Contract Type:	Hamra Secondary
Leave Type:	Academic
Position Title:	Academic

JOB PURPOSE
<p>To lead the Science department in alignment with the UAE, IBO and BSO Inspection Frameworks to:</p> <ul style="list-style-type: none"> • Ensure that targets set out within the annual School Improvement Plan (SIP) are achieved. • Model outstanding teaching and learning to ensure students make progress and attain their Cat4 indicators. • Develop a curriculum that is planned creatively to ensure that students develop their knowledge and skills through each key stage. • Develop a curriculum that is adapted to meet the individual needs of all groups of students. • Lead expert teaching, learning and assessment within the department. • Support continuous school improvement processes within the department. • Lead and manage the department to ensure students are at the centre of every decision. • Ensure the communication in the department, within the school and externally is of an excellent standard with all stakeholders. • Ensure a high uptake in Grades 9 and 10 of Biology, Chemistry and Physics IGCSE courses. Students must select at least one science subject as science is part of the Core subject requirement. • Ensure a high uptake in Grades 11 and 12 of Biology, Chemistry and Physics through both the A-Level and International Baccalaureate Diploma pathways. • Manage all internal and external examinations including exam entries. • Ensure outstanding student attendance. • Monitor the performance, attendance and punctuality of all staff.

RESPONSIBILITIES:
<p>Teaching and Learning</p> <ul style="list-style-type: none"> • Ensure that teaching and learning incorporates modern pedagogy. • Ensure a high quality of teaching and learning across the department. • Ensure high standards of student attainment and progress by leading and managing improvement in assessment, teaching and learning in the department. • Ensure all lessons follow the RAKA expectations. • Ensure all curriculum documents are annually reviewed and the schemes of learning and lessons are revised across all key stages. • Ensure all the learning environments meet the Academy standards. • Share good practice across the department. • Manage the technicians and department resources to ensure that the practical/experiment requirements of the curriculum are met. • Ensure every member of staff carried out risk assessments for their practicals/experiments and they use COSHH information effectively.



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- Oversee the quality assurance and assessment of the Key Stage 3 Science Lessons.

Oversee the quality assurance and assessment of all the Biology, Chemistry and Physics IGCSE, A-Level and International Baccalaureate courses.

- Ensure that all curriculum resources are organized and maintained centrally.
- Ensure the examination specifications are covered as specified in the curriculum documents.
- Ensure that staff keep up to date with all the exam board specification and assessment requirements.

Address student concerns and provide revision packs and support material as required.

Academic Standards

- Lead and record accurate minutes for all department meetings.
- Lead and manage all CPD sessions in the department.
- Embed clear quality assurance procedures with regards to marking, feedback and assessments.
- Ensure all formative and summative assessments are of a high standard and support student progress and attainment.
- Ensure student data for all data captures is moderated and accurate.
- Monitor the progress of students in all Grades within the department and implement clear intervention strategies for underachieving students.
- Provide reports and attend outturn meetings with the Senior Leadership Team as and when required.
- Ensure the Department Action Plan is written in consultation with the department and is in line with the School Development Plan.
- Establish and maintain a working climate which is inclusive, safe and secure for both staff and students.
- Ensure that all department resources are costed, monitored, distributed and used effectively.
- Ensure all staff participate fully in the Performance Management review process.
- Address any underperformance of staff through coaching, monitoring and support of staff.

Ensure every member of staff adheres to the Academy's Policies.

Other Professional Requirements

- Promote and support the ethos of the school.
- Attend and participate in all school meetings and CPD events.
- Take an active part in the life of the school and Academy.
- Attend Parent Evenings as required.
- Communicate regularly and positively with all parents.
- Participate in whole school celebrations and events across the academies as directed.
- Contribute to the marketing of the school and the whole academy.
- Have excellent attendance and punctuality records.
- Adhere to the Academy's code of professional standards.
- Adhere to the Academy's Policies.
- Manage the department's finances and budgetary planning accurately and efficiently.
- Ensure all equipment is monitored and kept in good working condition.
- Ensure high standards of Health and Safety within the department.

Any other reasonable requests as directed by the Head of Secondary.

QUALIFICATIONS, EXPERIENCE, & SKILLS:

Educational Qualifications



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Essential

- Bachelor's degree
- Post Graduate Certificate in Education (or equivalent)

Professional Qualifications

Desirable

- National Professional Qualification Leading Teaching (NPQLT)
- National Professional Qualification Middle Leadership (NPQML)

Experience

- Minimum of 2 years teaching experience

COMMUNICATION & WORKING RELATIONSHIPS:

Internal:

- Head of School
- Deputy Head of School
- Assistant Head Teacher
- Heads of Department
- Assistant Head of Department
- Progress Leaders

External:

- Executive Principal
- Principal (Khuzam)
- Parents
- Ministry of Education

VERSION CONTROL:

Prepared by		Date:
Updated by		Date