

**JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>JOB TITLE:</b>	Head of Science Biology/Chemistry	<b>SCHOOL/ DEPARTMENT:</b>	The Webber Independent School
		<b>LOCATION:</b>	Milton Keynes

**PURPOSE OF THE JOB:**

To lead the Science department throughout Year 7 - 11, in an interesting and dynamic fashion; in order to ensure each student achieves the best possible outcome in the subject. To support the school's aims and objectives and to contribute to the review and development of policies and guidelines in order to ensure and maintain best practice and promote the highest standards of achievement and well-being of students and colleagues

**ORGANISATION CONTEXT**

This post holder will Lead the Science Department and accountable for standards in their teaching to the Headmistress.

They will also be a form tutor in the Senior School and accountable to the pastoral team leader for overseeing and actively promoting the learning and personal development of all the members of their form.

**PRINCIPAL ACCOUNTABILITIES**

**General**

- To promote the general progress and well-being of students and to share in the corporate responsibility for maintaining good order and discipline in line with the school policies
- To safeguard the health and safety of students when they are authorized to be on school premises and when they are engaged in school activities elsewhere
- To register the attendance of pupils, and to carry out a share of supervisory duties, whether they are to be performed before, during or after school sessions
- To cover for absent colleagues within the terms of the agreed procedures
- To participate in administrative and organizational tasks related to the post
- To attend assemblies
- To carry out any other reasonable duties as required by the Headmistress

### **Teaching**

- To fulfill the role of a Webber teacher
- To plan and to deliver appropriate teaching programmes so that students further develop their skills in Science and to contribute to personal education plans as appropriate
- To mark the work of students that is completed in school and elsewhere as per school policy
- To set appropriate yet challenging targets for individuals and groups in order to raise achievement based on data analysis and assessment
- To use ICT as an integral part of teaching

### **Assessment, Recording and Reporting**

- To assess, record and report on the development, progress and attainment of students
- To keep up to date records of marks, grades, assessments in line with departmental and whole school policies

### **Students' personal development and progress**

- To assist as Form Tutor as required and to carry out related duties
- To promote the general progress and well-being of individual students and of any assigned class or group of students
- To participate in formal and informal meetings in relation to students' education, departmental or general school matters, thus contributing to and sharing in decision making.
- To communicate and to consult with parents/carers of students according to School policy

### **The maintenance of order and the development of ethos**

- To maintain good order and discipline among the students
- To actively promote the school ethos of Achieving Excellence Together
- To safeguard their health and safety both when they are authorized to be on the school premises and when they are engaged in authorized school activities elsewhere

### **Cover**

- To supervise and so far as practicable to teach any students whose teacher is not available to teach them

### **External examinations**

- To participate in arrangements for preparing students for external examinations
- To assess students for the purposes of such examinations
- To report and record such assessments and participate in arrangements for students presentation for, and conducting such examinations

### **Management**

- To participate in the development of appropriate specifications, materials and schemes of work
- To contribute to the production and implementation of Departmental Development and School Improvement Plans.
- To participate in performance management reviews and identify with other colleagues your professional development and training needs
- To carry out a share of supervisory duties in accordance with published schedules

### **Professional Development**

- To take responsibility for own professional development
- To maintain an up to date knowledge and understanding of all relevant educational matters relating to the post in order to remain at the cutting edge of effective practice

### PERSON SPECIFICATION

<b>Criteria/ Education/Training/Qualifications</b>	<b>Essential/Desirable</b>	<b>*Evidence Application Form, Interview, Reference</b>
Qualified Teacher Status	D	A
Degree in related subject	D	A
Upper Second Class Honours Degree from a respected University	D	A
Recent participation in a range of in-service training relevant both to the curricular and management aspects of the post	D	A
<b>Knowledge/Experience</b>	<b>Essential/Desirable</b>	<b>*Evidence</b>
Classroom teaching experience within the senior age range, with excellent subject knowledge and classroom management skills	D	A/I/R
An understanding of students educational development	D	A/I/R
Involvement in the development of schemes of work which prepare pupils for GCSE examinations	D	A/I
Experience of planning and implementing the curriculum and assessment.	E	A/I/R
Proven record for securing excellent public examination results	D	A/I/R
Knowledge of effective teaching and learning strategies across the age and ability range	E	A/I/R
Experience of school improvement strategies, including use of comparative data to set targets	D	A/I/R
An appreciation of local and national policies, priorities and statutory frameworks, including those relating to the safeguarding of children	D	A/I/R
Application of ICT to teaching and learning	E	A/I/R

Personal Skills and Attributes	Essential/Desirable	*Evidence
Good communication skills with the ability to communicate effectively verbally, in writing and using modern technologies	E	A/I/R
Inter-Personal skills	E	A/I/R
The ability to prioritise time effectively and to plan ahead	E	A/I/R
An ability to motivate others, particularly students	E	A/I/R
Self-awareness and personal presence	E	A/I/R
Commitment, enthusiasm, integrity and reliability	E	A/I/R
Flexibility and a willingness to learn	E	A/I/R
The ability to work as a member of a team	E	A/I/R
A positive attitude	E	I/R
Emotional intelligence	E	I/R
A willingness to become involved in the wider life of the school	E	A/I/R

**\*Evidence**

- A     Application Form
- I     Interview
- R     Reference

The Webber Independent School is committed to safeguarding and promoting the welfare of children and young people and have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. We expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to enhanced Disclosure and Barring Service checks along with other relevant pre-employment checks, including checks with past employers.