



Job Description

Head of Science

Principal Responsibilities

To contribute to ensuring high standards of teaching, learning and behaviour.

Responsible to: The Headteacher via Senior Leader

Duties and Responsibilities

To be committed to the safeguarding and well-being of all students and to follow school Policy and procedures in this regard.

Purpose of the Job:

- To ensure the highest standards of student progress, attainment and behaviour across the Department.
- To lead on all aspects of the successful development and delivery of the Curriculum, across Key Stages Three to Five.
- To ensure there is a highly effective team of department teachers, who work in a supportive and collaborative professional environment.

Specific Duties and Responsibilities as Head of Department

- To support the aims of the school and to contribute to its strategic direction.
- To work proactively in all aspects of the role to ensure delivery of the purpose of the Job.
- To be an excellent role model, both in terms of leading, teaching and professional characteristics.
- To establish an ethos within the department, relevant to its needs and reflecting the ethos, aims, policies and practices of the school. This will involve building a strong and supportive team of professionals with a clear idea of the strategic direction of the faculty or department and a commitment to creating the conditions for effective learning to meet the needs of all students.
- The creation of a faculty or departmental improvement plan with clear aims and objectives, success criteria and plans for implementation, review cycle and spending plans linked to the budgetary cycle.
- To ensure high quality, ongoing professional development for each person in the department through training and development, effective appraisal, coaching, target setting and review.
- To take part in Initial Teacher Training, for example through hosting a PGCE teacher placement or ECT mentoring.
- To ensure the views and particular needs of the department are fully understood and represented at relevant meetings at all levels.
- To co-ordinate deployment of teachers, the teaching of subjects, rooms and resources with the faculty or department keeping in mind the needs of the students and obtaining the best value for money.
- To ensure that the department has in place a rigorous system of assessment, recording and reporting and that colleagues are consistently using this data to inform both setting and curriculum planning.
- To rigorously evaluate the work of the department, ensuring the highest professional standards at all times and to work towards continuous improvement.
- To continuously reflect on and develop schemes of work so that students master concepts.

- To conduct learning walks and have coaching conversations which challenge and support the department to develop teaching pedagogy.
- To ensure detentions and in class removals are effectively run within the department.
- To hold regular department meetings when calendared and at other times when necessary.
- To meet regularly with other Heads of Department.
- To ensure a high level of communication at all times, to include formal communication such as schemes of work, faculty or department handbook, policies, systems and procedures and information communication such as liaison with other members of the school community at events such as parents' evenings, new intake evenings, options evenings, etc.
- To liaise with parents and external bodies within the community as appropriate, representing and reflecting the aims and ethos of the school.
- To contribute to the wider life of the school, through extra-curricular activities, working groups or other such developmental bodies.
- To Line Manage staff, including teachers and technicians.
- To ensure highly effective provision for all students including those who may be disadvantaged or face barriers to learning such as SEND.
- To contribute to the school CPD programme by leading a 'practice clinic' or supporting a colleague to reflect upon their practice by using lesson recording technology.
- To support any outreach work across other schools, as appropriate.

Duties and Responsibilities as a Teacher

- The major task of teachers is to enable all students to achieve their full potential (social, physical, emotional and intellectual) by developing in them relevant skills, competencies, attitudes, concepts and knowledge. Teachers should use their professional judgements and skills to help students to acquire the confidence to tackle all aspects of learning throughout their lives. They should seek to enhance self-esteem and self-fulfillment of students through a supportive, encouraging, yet challenging approach to learning.
- Teachers will achieve these aims by working at or towards the professional standards at the appropriate level. All teachers will be expected to prepare, teach, mark work and keep appropriate records of assessment of designated groups within team or departmental areas in accordance with school and department policies. A wide variety of teaching styles suited to the needs of individuals and small groups as well as whole classes should be adopted.
- All teachers will be expected to work collaboratively with other staff as members of teams, departments and/or other cross-curricular groups. They will contribute their own particular talents and skills to such groups to aid the production of new initiatives, policies, resources, schemes of work etc.
- In collaboration with students and support staff, all teachers are responsible for caring for the school environment, and teachers take responsibility for their own rooms.
- Teachers should have a concern for the academic and general welfare of students in their care during specific lessons, but teachers who are tutors (and most are) are expected to take a broader responsibility for the development and progression of a group of students.
- Much is expected of teachers at Holmer Green Senior School in order to meet both their own professional fulfilment and the aims of the school, but all staff also have the right to appropriate support, learning and development opportunities and INSET through formal and informal contact with colleagues, particularly Heads of Department, and members of the Leadership Team.
- Teachers are encouraged to assist in the development of any aspects of the school to which they feel drawn.
- Teachers are expected to uphold all aspects of the Teaching Standards.

Qualifications Required

- Good honours degree or equivalent
- Qualified Teacher Status
- Evidence of recent or relevant training and development and/or further study

General Requirements

- Attend scheduled meetings
- Actively seek to develop professionally
- Participate in the school appraisal process
- Work within the terms and conditions of the current School Teachers’ Pay and Conditions document
- Carry out all duties and responsibilities with due regard to the school policies
- Be subject to a police criminal records check (enhanced disclosure) from the Criminal Records Bureau
- In accordance with the provision of the Disability Discrimination Act 1995, perform all duties and tasks with reasonable adjustment, where appropriate
- Be prepared to carry out additional duties, which may reasonably be required by the Headteacher.

The duties of the post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

Postholder

Name

Signature

Date

Headteacher

Name

Signature

Date