



## The Bishop's Stortford High School Job Description

<b>Job Title:</b>	Head of Science
<b>Responsible to:</b>	Deputy Headteacher
<b>Line Management:</b>	Science Department
<b>Job Grade:</b>	MPS/UPS TLR T1b £12,523
<b>Contract:</b>	Permanent
<b>Working Pattern:</b>	Full Time
<b>Job Purpose:</b>	To lead the department with vision, shaping and elevating its academic profile while taking responsibility for the strategic and day-to-day leadership of teaching, curriculum development and departmental administration in line with TBSHS strategic priorities.
<b>Main Duties &amp; Responsibilities</b>	<p><b>Strategic Direction and Subject Development</b></p> <ul style="list-style-type: none"> <li>• Contribute to whole-school policy development and strategic planning as required by the Senior Leadership Team (SLT) link.</li> <li>• Prepare, monitor and update annual Subject Improvement Plans in consultation with colleagues.</li> <li>• Ensure school policies and priorities are embedded within schemes of work and departmental guidelines.</li> </ul> <p><b>Leadership and Management</b></p> <ul style="list-style-type: none"> <li>• Lead and manage the department effectively, ensuring teaching and prep room staff are well inducted, developed, deployed and appraised.</li> <li>• Build leadership capacity within the team to drive continuous improvement.</li> <li>• Oversee day-to-day departmental operations, such as examination entries and timetabling.</li> <li>• Chair departmental meetings to review performance, agree actions and monitor follow-through.</li> <li>• Lead the department's Self-Evaluation and Subject Improvement planning in line with the School Development Plan.</li> </ul> <p><b>Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>• Promote excellence in teaching and learning so all students can fulfil their potential and are prepared for life beyond school.</li> <li>• Model exemplary teaching practice and ensure best practice is shared throughout the team.</li> <li>• Review and develop schemes of work to maintain high standard and reflect curriculum developments.</li> <li>• Monitor teaching, learning and student work across the department to ensure consistency and quality.</li> <li>• Stay up to date with developments in the subject and wider education.</li> <li>• Ensure the curriculum meets the needs of all learners, including those preparing for Oxbridge and other high-level pathways.</li> </ul>

**Extra-Curricular Contribution**

- Promote subject engagement beyond timetabled lessons.
- Support and lead wider school curricular and extra-curricular initiatives.

**Marketing and External Relations**

- Promote the subject positively within the school community.
- Support the school's wider profile through marketing and community engagement.
- Lead the department's involvement in open evenings and other public-facing events.

**Management of Resources**

- Manage the departmental budget efficiently and ensure resources are used effectively.
- Develop and maintain a stimulating and purposeful learning environment.
- Identify and plan future resourcing needs for budget consideration.
- Ensure all resources meet required health and safety standards.

**Monitoring, Evaluation and Assessment**

- Ensure student progress is regularly assessed, recorded and reported to inform future teaching.
- Use performance data to track progress and maintain high levels of achievement.

**Training and Development**

- Set personal professional development goals and model commitment to continuous improvement.
- Identify and coordinate training needs within the department.

**General School Responsibilities**

- Support the school vision and School Improvement Plan.
- Contribute to the school's co-curricular programme.
- Participate fully in the pastoral system.
- Uphold safeguarding responsibilities.
- Promote equality of opportunity.
- Maintain high professional standards.
- Engage in the appraisal process.
- Comply with school policies.
- Undertake other reasonable duties aligned with the purpose of the role.

## Person Specification

<b>Qualifications and Training</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Qualified Teacher Status; degree level or higher in a relevant subject	✓	
Ongoing CPD		✓
<b>Skills and Knowledge</b>	✓	
Experience of having designed, implemented and evaluated effective, imaginative and stimulating schemes of work	✓	
Ability to lead on assessment, evaluation and attainment of all pupils. Understands and interprets pupil data to drive lesson planning	✓	
A good working knowledge of teaching and learning reflected in own practice, including experience of raising attainment.	✓	
An ability to teach all sciences to GCSE	✓	
Able to set and deliver high expectations for accountability and consistency and embed a culture of learning amongst staff and pupils that creates an ambitious, purposeful and highly motivating environment	✓	
Excellent classroom practitioner of science who has a proven track record of improving student outcomes	✓	
A commitment to student support and guidance.	✓	
Permitted to work in the UK	✓	
<b>Personal Attributes</b>	✓	
Essential Desirable Suitability to work with young children	✓	
Able to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Positive attitude and authority in maintaining discipline within both the practical and classroom environment	✓	
A good sense of humour	✓	

### Safeguarding

- The Bishop's Stortford High School is committed to safeguarding and promoting the welfare of children and young people
- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of the Governing Body's pre-employment checks.

### Additional Information

- All employees are expected to contribute to and support the overall aims and ethos of the school and to participate in training and performance management and development.
- The postholder is expected to accept any reasonable alterations to this job description that may from time to time be necessary in response to the changing demands and needs of the school.