



## HEAD OF SCIENCE

### JOB DESCRIPTION March 2019

<b>Responsible to:</b>	<b>Headmaster</b>
<b>Role</b>	<ul style="list-style-type: none"><li>• Direct and oversee a progressive Science education programme for all pupils from Reception to Year 8, ensuring the highest standards of teaching and learning are achieved</li><li>• Lead and drive the department in the used of digital technology in the classroom, building upon the skills that have been developed</li><li>• Communicate a passion for learning, with a flexible and imaginative approach to teaching and the management of people and processes</li></ul>
<b>Duties and Responsibilities:</b>	<p><b>Principle Responsibilities</b></p> <ul style="list-style-type: none"><li>• Research, design and establish a broad, balanced, challenging and coherent Science curriculum for all pupils</li><li>• Plan, resource and deliver high quality lessons to pupils from Y5 to Y8</li><li>• Research different digital pedagogy to engage the staff and pupils</li><li>• Assess, record and report on the development and attainment of pupils</li><li>• Devise strategies to enhance assessment of, and for learning</li><li>• Manage the departmental budget</li><li>• Overseeing the department and technician</li><li>• Review the delivery and marking of teachers in the department</li><li>• Communicate with parents on all issues related to Science education</li><li>• Organising activities for Open Mornings</li><li>• Ensure everyone involved in science education is inspired through the provision of directed CPD opportunities and up to date on current thinking regarding the teaching of Science, curriculum design and pedagogy</li></ul> <p><b>Training and Development</b></p> <ul style="list-style-type: none"><li>• Constantly review the practice of the department on an 'ad hoc' and informal basis; step back for the day to day business</li><li>• Have ambition for the department and participate openly, honestly and critically in the 'Subject Review Process'</li><li>• Have ambition for one's own continuous professional development and for the professional development of colleagues</li><li>• Engage in regular communication with colleagues from other schools</li><li>• Strive to learn/master new skills and processes; encourage colleagues to follow your lead</li><li>• Take the time to develop cross section activities for staff and pupils.</li></ul>

This job description is not intended to be an exhaustive list of duties. You may also be required to undertake such other comparable duties as required from time to time.

	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Promote the safeguarding and the personal well-being and welfare of all pupils</li> <li>• Maintain high professional standards of attendance, punctuality, appearance and conduct</li> <li>• Celebrate differences and show an appreciation of cultural diversity</li> <li>• Maintain positive, courteous relations with pupils, parents and colleagues.</li> <li>• Look to engage fully in the academic and pastoral life of the School and play an active part in the extracurricular programmes</li> <li>• Uphold and promote the reputation of the school.</li> <li>• Adhere to all school policies and procedures.</li> </ul>
<p><b>Skills &amp; Competencies</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Recognised Degree in Science and/or in an Science related subject</li> <li>• Qualified teacher status, possibly with a teaching qualification</li> <li>• Strong academic and intellectual credentials</li> <li>• Passion for Science</li> <li>• Outstanding practitioner with strong knowledge of child development.</li> <li>• Experience of teaching pupils in at least two Key Stages</li> <li>• Knowledge of current educational thinking, initiatives and issues.</li> <li>• Experience in delivering digital lessons.</li> <li>• IT literate and understanding of the role of ICT in class.</li> <li>• Possessing of high expectations of themselves and their pupils</li> <li>• Excellent communicator, both written and verbal</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Evidence of further professional study, ie Master's Degree</li> <li>• Experience of leading or assisting the leadership in a Science department</li> <li>• Evidence of excellent people management skills</li> <li>• Experience in the preparation of pupils for external examination and/or assessment</li> <li>• Experience in the design of a Science curriculum</li> <li>• Proven ability in improve standards; as evidenced through professional appraisal or department review feedback</li> <li>• Evidence of on-going, forward thinking / challenging CPD</li> <li>• Experience in the teaching of boys, either in single-sex or co-ed settings</li> </ul>
<p><b>Personal Attributes and Qualities</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Enthusiastic individual possessing drive, energy and commitment, have a presence which engenders confidence and respect from pupils, colleagues and parents.</li> <li>• Belief in teacher efficacy; in the difference excellent teaching can make to pupil progress and attainment</li> <li>• Proven ability to inspire pupils.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Ability to plan, prioritise and manage a varied workload and changing priorities; work collaboratively and has the ability to work independently.</li> <li>• Take initiative and see projects through to conclusion.</li> <li>• Administrative skills, effectively managing commitments and deadlines</li> <li>• Competence in ICT/Digital Technology; an interest and competence in digital learning opportunities</li> <li>• Work collaboratively and possess the ability to work independently. Strong interpersonal skills</li> <li>• Exude a generosity of spirit towards the demands of a vibrant, energised and ambitious school setting</li> <li>•</li> </ul>
<p><b>Terms &amp; Conditions</b></p>	<p><b>Hours of Work</b></p> <ul style="list-style-type: none"> <li>• Core school hours, when all teaching staff are expected to be in work as a minimum, are 8am to 4.30pm each day, plus a proportional share of pastoral and organisational duties.</li> <li>• All INSET days, Open Mornings and other relevant events listed in the School calendar.</li> <li>• Depending on the requirements of the School at any time, these hours are subject to the terms and conditions of a Contract of Employment, and to amendment by the Headmaster from time to time.</li> </ul> <p><b>Safeguarding Children</b></p> <ul style="list-style-type: none"> <li>• Dulwich Prep London is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and an Enhanced DBS check.</li> </ul>

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