



JOB DESCRIPTION

Job Title:	Head of Science	Department:	Science
Hours of Work:	Full Time, Term Time		
Responsible To:	Assistant Head Curriculum	Responsible For:	Biology Department Chemistry Department Physics Department Key Stage 3 science Co-ordinator Senior lab technician/s

Summary of Role:

We are looking for an outstanding Head of Department to lead our team of enthusiastic and experienced science teachers. The department has a high profile at Woldingham, and students have a genuine love for the sciences and achieve excellent results. We are looking for excellent classroom practitioner to continue to develop this successful department, including support for our potential medicine and Oxbridge candidates, contributing to academic societies and publications, and leading our well-established outreach programme with local state schools

Biology, Chemistry and Physics are popular and successful subjects at Woldingham School. In Years 7 and 8 the Science students study goes beyond the National Curriculum requirements for Key Stage 3 and so provides the necessary grounding for later work at Key Stage 4 (IGCSE) level.

In Year 9 Biology, Chemistry and Physics are taught separately as we launch them on their Edexcel IGCSE course. This leads to awards in three separate IGCSE grades, one for each of the sciences. Alternatively, students can study for IGCSE (Double Award) Science in Years 10 and 11.

At Advanced Level the Science faculty offers OCR courses in Biology and Chemistry and the Edexcel course in Physics. All three sciences have a high uptake at A Level, and we are proud that each year approximately a third of our students leave us to study a STEM-related course at university.

Specific Responsibilities:

This job description outlines the following:

- (1) The five personal skills expected of any Head of Department at Woldingham School.
- (2) The seven objectives that a Head of Department uses to inform their working life.
- (3) The specific responsibilities that fall under each of these seven objectives.

Objectives

- (1) **QUALITY ASSURANCE:** To secure and maintain high standards of teaching and learning in the subject. To ensure that the quality of the educational experience provided within the department for all pupils, regardless of ability, serves as a positive advertisement for Woldingham School.
- (2) **PUPIL ASSESSMENT AND MONITORING:** To establish maintain and review practices for the close monitoring of every individual pupil's progress and performance.

- (3) **LEADERSHIP OF STAFF:** To support, guide and motivate all teachers within the department including line management of the Key Stage 3 Co-ordinator and Lab Technicians. To work closely with the School Leadership Team to identify, anticipate and resolve any problems affecting the morale of the staff in the department and their ability to perform their jobs to a high standard. To take an ongoing interest in the professional development of all staff in the department.
- (4) **EFFECTIVE STRATEGIC THINKING:** To continually evaluate the effectiveness of teaching and learning practices, schemes of work, qualifications and courses on offer in order to ensure that pupils are always being provided with the best learning opportunities available. To identify and anticipate needs in the subject and consider these in relation to the overall needs of the school.
- (5) **RESOURCE MANAGEMENT:** To ensure that human and other resources within the department are always employed to maximum positive effect. Our new Science Centre has seen recent refurbishment and is now a modern and fully functional learning environment which has had a positive impact on staff morale.
- (6) **MARKETING AND PUBLIC RELATIONS:** To work closely with the School Leadership Team and the Marketing Department to advertise the strengths and achievements of the department and the school.
- (7) **CONTRIBUTING TO WHOLE SCHOOL LIFE:** To share in all aspects of school life, not simply those relating to the department.
- (8) **HEALTH AND SAFETY:** To ensure staff and students work in a safe and healthy environment. With this in mind, particular attention will be given by the Head of Science to the Science Department Handbook and CLEAPPS guidelines.

Specific Responsibilities

Under objective 1

- To hold regular Head of Department meetings for the three Heads of Subject
- To clearly communicate the teaching and learning standards and objectives of your department and the whole school to all members of staff under your leadership.
- To promote and foster academic excellence and a love of the subject beyond the curriculum through academic societies
- To develop an atmosphere of intellectual enthusiasm and the open and relaxed sharing of ideas and good practice within your department.
- To carry out a regular annual calendar of quality assurance activities within the framework laid down by the school.
- To respond to concerns regarding any aspect of the teaching of a member of department with swift, effective and fair quality assurance activities.
- To review academic targets set within the department and monitor staff and pupil performance.
- To ensure that the appropriate members of the School Leadership Team are kept promptly and fully informed of any serious quality assurance concerns.
- To ensure that – both within and outside the class room – those pupils that show a particular aptitude for or interest in your subject are provided with appropriate opportunities for academic extension and enrichment.
- To have a clear and practical set of strategies in place for dealing with underachieving pupils in your subject.

Under objective 2

- To ensure, through standard quality assurance activities, that assessment is being carried out according to the criteria laid down in the academic section of the staff handbook.
- To work with the Assistant Head Curriculum to use baseline data such as CEM test scores and predictions to inform teaching and learning, grade predictions for pupils, setting/banding of pupils and intervention to support underachieving pupils, to ensure that all pupils achieve their potential.
- To ensure that all reports produced by members of the department meet the criteria laid down in the academic section of the Staff Handbook (i.e. they are clear in their criticisms but supportive and

aspirational, make realistic yet aspirational predictions for future progress and lay down clear and specific targets for improvement.)

Under objective 3

- To ensure that all the staff under your leadership – particularly those who are new to the school – know what is expected of them.
- To ensure that any new Heads of your departments know where to access all the information they need, and are closely monitored and supported during their initial months.
- To support staff who are facing a challenge in a particular area of their teaching with a professional blend of firm direction and support.
- To get to know the particular strengths and interests of your staff and to ensure that these are recognised, employed and developed.
- To get to know the particular concerns and professional insecurities of your staff and to ensure that these are addressed and, as far as possible, remedied in an emotionally sensitive and productive way with the support of the HR Manager where required.
- To ensure that staff CPD is a part of your annual cycle of quality assurance. To have a clear record of which INSETs and CPD opportunities your staff are working towards.
- To encourage and develop particular responsibilities among your staff (e.g. key stage coordination, STEM Society, G&T responsibility, etc.) but also to be sensitive to the risk of overloading the more capable with responsibilities.
- To take responsibility for, and work with the School Leadership Team and/or the HR Manager to successfully intervene in, any tensions that arise among the staff under your leadership.

Under objective 4

- In conjunction with the three Heads of Subject, to continually review the effectiveness of all of the following:
 - i) The courses offered by your current exam board in relation to those on offer from other exam boards.
 - ii) The qualifications currently pursued by your pupils in relation to any others on offer for the equivalent age/ability groups.
 - iii) Departmental SoWs for each year group.
 - iv) Departmental trips, visiting speakers and other such enrichment activities.
 - v) Technologies, textbooks and all other non-human resources used by the department.
- To communicate any proposed strategic changes to the appropriate members of the School Leadership Team in a clear and concise fashion that sets out the advantages, costs and risks of any proposed change.
- To be open to new technologies and teaching practices that are proposed by others, whether from within or outside your department.
- To make use of student-voice when undertaking strategic reviews.

Under objective 5

- To nurture the staff under your leadership as laid down under objective 3.
- To review physical resources as laid down under objective 4.
- To ensure that, as far as possible within whole-school timetabling constraints, the departmental timetable is employing all staff where their particular strengths and enthusiasms will have the most positive impact.
- To anticipate future resource needs (whether staffing or non-human) as accurately and early as possible, so as to aid whole-school recruitment and budgetary processes and help ensure that your needs can be effectively met by senior management.

Under objective 6

- To ensure that the profile of your subject is sufficiently prominent and healthy, both within and beyond the school, through strategies such as the development of a subject society, special lectures and so forth.

- To use academic enrichment events and/or subject-related societies to combine academic benefit for the pupils with effective marketing for your department and the whole school.
- To ensure that your department contributes fully to the positive image of the school on occasions such as Open Days - through careful preparation of the staff under your leadership, of physical displays and resources and of any activities on offer to visitors.
- To ensure that the department is well organised for the careful preparation and marking of entrance and scholarship papers and that you are aware of and can meet the deadlines laid down by the registry calendar for all such examinations.
- To ensure that all requests for the updating of course booklets and other materials for existing and prospective parents are responded to with due care and attention and carried out to-deadline.
- In conjunction with the three Heads of Subject, to ensure that all your staff are well prepared for parent-teacher meetings.
- In conjunction with the three Heads of Subject, to ensure that any staff absences from parent-teacher meetings are, as far as possible, flagged up in advance, and that any absences are compensated for by swift and useful communication to parents both before and after the event.
- To ensure that any communications from parents (whether direct to you or passed on from Heads of Year or the School Leadership Team) are dealt with in a prompt and thorough manner. Ensure that holding replies are always sent to parental communications within 24 hours, and that these replies specify a reasonable time-scale for a more detailed response.

Under objective 7

- To communicate with the School Leadership Team regarding whole school developments or procedures in a way that is honest but constructive.
- To take an active and positive role in whole-staff sharing of educational ideas and initiatives, whether through joining working parties or volunteering to run an INSET for other staff. To encourage the staff under your leadership to do the same.
- To undertake any additional duties as laid down by school policies (e.g. study supervision) or as reasonably requested by the Head.

PERSON SPECIFICATION

Essential	Desirable
Operational Excellence	
<ul style="list-style-type: none"> • An excellent track record as a teacher of your subject. • A clear vision of how you want your department to develop over the next few years. • Well qualified graduate with a degree in Science or closely related subject. • The ability to teach one of the sciences up to A Level. • Enthusiasm for your subject area and an ongoing interest in developments within it. • The ability to plan time effectively, organise oneself well and balance strategic development with response to day-to-day events. • Good ICT skills. 	<ul style="list-style-type: none"> • Experience as a Head of Department (Biology, Chemistry or Physics)
Personal Behaviours	
<ul style="list-style-type: none"> • The ability to solve problems and make decisions. • The ability to anticipate problems. The ability to place your decision-making within the wider context of whole-school needs. • The ability to communicate effectively with a range of staff, pupils and parents. • The ability to defuse potentially difficult communication problems. 	
Ethos and Whole School Values	
<ul style="list-style-type: none"> • Committed to operating as part of the School community. • Committed to the Sacred Heart Values. • Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care. 	
Safeguarding and Pastoral	
<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children and young people. • A satisfactory Enhanced Disclosure from the DBS. 	
Leadership and Management	
<ul style="list-style-type: none"> • An ability to communicate enthusiasm and vision to the staff and pupils under your leadership. • The ability to lead and manage people to work towards a common goal. 	

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| <ul style="list-style-type: none">• The ability to blend firmness, patience and empathy when dealing with difficult situations.• The ability to show an interest in the welfare, happiness and professional development of those under your leadership. | |
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