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# THE ENGLISH SCHOOL

## Head of Science - Additional Position Job Description

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Overall Responsibility to: Headteacher  
Direct Responsibility to: Director of Studies

The Head of Science will have a proven record of outstanding teaching and learning in KS2 and KS3 Science. This teacher should also have an understanding of Science teaching below and above these age ranges, in order to liaise with the Pre Prep team and prepare students for moving on to new schools at the end of Year 8. As a core subject leader, this teacher should have good interpersonal and communication skills and be able to lead and support a team of teachers in the raising of standards and profile of Science across the school.

### **JOB DESCRIPTION:**

- To have a good knowledge and understanding of the subject and the curriculum in order to support colleagues with the teaching and learning of the subject where needed
- To be a role model in the teaching of Science
- To hold at least one meeting per term to discuss issues arising in Science in Prep
- To meet with the Director of Studies (DoS) on a regular basis to discuss initiatives and issues in Science
- To work closely with the Head of Prep and Head of Pre Prep to ensure smooth transitions between key stages and on whole school Science issues
- To source internal/external persons to provide INSET as required
- To lead Science initiatives as directed by the School, departmental development plans and the DoS
- To advise the DoS and Leadership Team (LT) of any areas of concern that need to be addressed in Science
- To ensure all children are being challenged at an appropriate level in Science
- To ensure all children are making good progress in Science, in conjunction with data from the DoS and leading interventions to aid this where necessary (SEN and G&T)
- To plan for future assessment and monitor Science schemes and proposed expenditure on resources
- To monitor and respond to Science initiatives in the UK
- To check planning for Science in Years 3 to 8 on a termly basis
- To monitor the subject in Years 3 - 8 and the overall quality of subject specific teaching and learning
- To ensure all health and safety measures are adhered to within the two science labs
- To regularly observe Science lessons
- To plan Science Curriculum days
- To oversee the use and upkeep of the Science Garden
- To oversee and place annual Science order – keeping an up to date inventory of resources already in school and ensuring all areas of the subject are adequately resourced. Keep guided reading cupboard resources organised.
- To ensure information sent home to parents in Prep is up to date as well as on the website.
- To embrace the school's e-learning, including the use of iPads in the classroom.

You are required to perform, in accordance with any direction which may reasonably be given to you by the Headteacher from time to time, such particular duties as may reasonably be assigned to you.

This Job Description will be reviewed at the end of the Academic Year or earlier if necessary and amended at any time after discussion with you.

Two copies of this Job Description should be signed. One should be returned to the School Office and the other retained for reference.

JD Approved by Headteacher: \_\_\_\_\_ Dated: \_\_\_\_\_

Signed by Post Holder: \_\_\_\_\_ Dated: \_\_\_\_\_