



## **JOB DESCRIPTION**

### **Head of Science**

This is an exciting opportunity for a dynamic, energetic and well qualified teacher to lead our Science Department. A willingness to contribute to extra-curricular activities and to play a full part in the life of the school is essential.

Seaford College is an HMC co-educational boarding and day school that nurtures academic excellence, sporting success and creative talent. The 400-acre campus on the edge of the South Downs, is an area of outstanding beauty.

#### **The Science department**

The department consists of 14 teachers and 3 technicians who all contribute to the development of the department. In addition to the Head of Science we have a Head of Biology, Chemistry, Physics and Psychology and a Prep School Science Coordinator who have oversight of the curriculum, enrichment and revision for each subject area.

The department teaches general Science to Year 6 to 8 students from our Prep School. A 'Becoming a Seaford Scientist' scheme is followed in the Prep School allowing investigative and cognitive skills to be developed early on. The AQA GCSE course is currently started in Year 9 with students either undertaking the Combined Science (trilogy) or Separate Science routes. Biology (Edexcel B), Chemistry (OCR A) Physics (OCR A) and Psychology (AQA) are offered in the Sixth form and have a good uptake from our Year 11 and incoming students.

The department is housed within the main classroom block with 10 labs, a staff work room, a new science sixth form work room and new prep room. The department has also seen investment in new fume cupboards, equipment and flooring in the past 12 months. The department is well resourced with practical equipment, iPads, apple TVs and photocopier.

The department celebrated its best GCSE results in many years last summer with a large proportion of our Separate Science students attaining grade 8s and 9s. The department runs a number of extra-curricular activities: from a Biomedical Society; Dissection club; Prep school Science club; study sessions, or A level visits to Universities and exhibitions.

### **The Personal Specification**

The successful candidate will have experience teaching all age groups and have excellent classroom management skills and have high expectations of staff and students.

The post would suit someone who:

- can teach at least one of Biology, Chemistry or Physics and is able to inspire an interest in their subject
- is able to motivate staff and students to achieve their personal bests
- has an interest in promoting science and improving the development of staff
- is able to communicate effectively with staff, parents and students and work with colleagues co-operatively
- has proven administrative skills and is able to meet deadlines

This job description and Seaford College's Employment Policies, terms and conditions for Teaching Staff set out the terms upon which you will be employed by The Johnson Trust Limited at Seaford College.

Seaford College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description may be amended at any time following discussion between the Headmaster and member of staff, and will be reviewed annually as part of the performance management process.

**RESPONSIBLE TO:** Headmaster and Governing Body

**REPORTING TO:** Assistant Head (Teaching and Learning)

**RESPONSIBILITY FOR:** Heads of Biology, Chemistry, Psychology and Physics, KS3 Science Coordinator and Departmental teaching staff and technicians.

**COMMITTEES:** HoDs, Academic Strategy Group and H&S Committee

**PURPOSE:** The primary role of the Head of Science is to lead and manage the Science Faculty throughout the College, having oversight of the curriculum and to ensure the quality of teaching and learning of Science through the Senior School and Prep School.

### **KEY RESPONSIBILITIES**

#### **Academic**

- To monitor, ensure and maintain the highest standards of teaching, learning and feedback in the department.
- Plan, implement and review the curriculum.
- Produce a Departmental Handbook which includes programmes of Study and Schemes of Work which take account of, where appropriate, the requirements of the National Curriculum and external assessment.

- To raise and maintain both the standards and expectations of the department through the monitoring and analysis of assessment data.
- To keep assessment records and monitor student progress in the department. To provide a marking policy for the department, in line with College policy. To modify syllabus choice or schemes of work to maximise educational benefit to the students and their chances in examinations.
- Liaise with the Prep School to ensure that there is a continuity of curriculum through the transition from Prep to Middle school.
- Encourage the use of ICT by both staff and pupils in the department.
- Setting and monitoring Challenge Grades for all pupils taught in the department.
- Produce an annual report and a development plan with specific reference to examination results.
- Contribute subject-specific information to the GCSE and A level options booklets and offer advice to prospective students.
- Oversee any PGCE trainees and/or NQTs in the department.
- To arrange for regular departmental trips relevant to topics being studied.
- It is expected that HoDs are in College on the day of GCSE and A level results, and they should ask the Headmaster's permission if they cannot be.
- To carry out any other key tasks which the Headmaster may reasonably assign.

#### **Administration**

- In liaison with the School Finance Manager, to create, and implement the departmental budget in line with the school development plan.
- Develop and train staff in the department; participate in appraisal arrangements; liaise with the Senior Master to ensure that necessary staff training is identified and implemented.
- Hold regular Departmental Meetings, retaining minutes, to review progress and give any assistance needed to implement the department's programme. These meetings should ensure that there is effective communication and a unified sense of purpose within the department.
- Represent the department in all matters within the School such as: attendance at HoDs' meetings; liaising with other departments, pupils, the Senior Leadership Team (through Line-Management) and Exam's Officer on all matters concerned with the timetable and Curriculum; setting arrangements; external exam entries; organising the setting and marking of internal exams, CE and Scholarship papers.
- Ensure that the departmental stock and equipment are well cared for and economically used. Keep the department within its budget, producing annual accounts to the Bursar where necessary.
- Supervise the work of support and technical staff and monitor items relating to the safety of pupils and staff.
- Ensure that the departmental rooms present a stimulating environment for pupils.
- Organise events such as extracurricular visits, foreign exchanges, field trips etc. that will continue to foster the academic ethos throughout the School.
- To attend School INSET.

- To maintain the departmental teaching space, storage space and display areas, and raise any Health and Safety issues.
- To assist in the appointment of new staff to the department and to be responsible for the induction, advising and supporting of members of the Department, particularly new staff or student teachers.
- To liaise with other departments and develop cross-curricular links.
- Attend Open Mornings and other all-College events.

### **Additional Responsibilities**

- To participate in the College's tutorial system, be attached to a house and to contribute to the programme of sporting, cultural and extra-curricular activities.
- To assist in such duties and activities relating to the general administration and control of the school as the Headmaster and Governing Body shall, from time to time, reasonably required