



ST MARY'S SCHOOL, GERRARDS CROSS

JOB DESCRIPTION: HEAD OF DEPARTMENT / SCIENCE

Science is taught throughout the Senior School from Year 7 to Year 13. Years 7 and 8 are taught in mixed ability classes by the same teacher. Starting in Year 9 the classes are set into three to four graded sets and the students will have separate Biology, Chemistry and Physics lessons, which are taught by a specialist teacher. In Year 9, all of the girls start the GCSE course and study the same topics. At the end of Year 9, the students are split into Combined and Separate Science streams, based on their interest and ability. They follow the AQA specification at both GCSE and A Level. Examination results at GCSE are consistently amongst the highest in the school. At A Level, we offer Biology, Chemistry and Physics and take up is high, especially in Biology, with a good proportion of students going on to study Medicine and other Science related disciplines at a range of prestigious universities, including Oxford and Cambridge.

The Department has seven members of staff, three of whom are part-time. A highly valued technician also supports the teaching staff. There are three laboratories and one general teaching room with ample space for storing resources and displaying work. All rooms have interactive electronic boards. Science is a core curriculum subject taken by all students up to GCSE and by a high proportion at A level.

The school has an active Science co-curricular programme including an inter-house National Science Week competition and Science Club. The post holder will be expected to take an active part, with the opportunity to develop this. In addition, pupils are encouraged to take part in competitions outside school, such as Royal Chemical Societies "Top of the Bench" competition and the Biology Challenge. Co-curricular visits have included a trip to CERN in Switzerland the successful candidate will be required to organise and participate in suitable visits relating to Science, including field work.

The appointment of a new Head of Science is an opportunity for an enthusiastic, able graduate to join a strong department. The successful candidate should have stamina, good humour and demonstrate strong organizational skills. Competent ICT skills are essential and candidates should be aware that this is one of the major targets for continued development in the school. Staff play a crucial part in the marketing of the school and attend all Open events, as well as our annual evening Carol Service and Saturday morning Prize Giving in July. Staff participation in the co-curricular life of the school is a requirement, developing relationships with students and their parents and ensuring a breadth of opportunities for our girls.

1. ACADEMIC LEADERSHIP

- To set and to maintain the quality and standards of work within the department, and to establish its aims and objectives.
- To contribute to the School Improvement Plan through the development and implementation of an appropriate Departmental Improvement Plan.
- To be responsible and accountable for the quality of teaching within the department.
- To keep abreast of new techniques and concepts in the subject.
- To ensure that the correct procedures are adopted and maintained by all who work in the department, noting the requirements of the school's Health & Safety, Learning & Teaching, and Marking policies.
- To liaise regularly with the Preparatory Department to ensure effective transition from the Key Stage 2 to the Key Stage 3 curriculum.

2. ADMINISTRATION

- To ensure that appropriate programmes of study based on the published specifications are available for each year group and to ensure that members of the department are familiar with them and that they are followed appropriately.
- To produce, review and revise where necessary programmes of study and schemes of work.
- To arrange staffing and rooming of the department's timetable in consultation with the SLT.
- To oversee the setting of internal examinations and topic tests meeting deadlines set by the SLT.
- To oversee the writing of reports and assessments, checking reports are appropriately written and ensuring that the quality is maintained and deadlines met.
- To liaise with the Examination Officer in the entering of candidates for external examinations.
- To keep records showing set sizes, common test results and grades achieved in mock and public exams.
- To ensure that the departmental Handbook is thorough and up to date.
- To take responsibility for the annual department budget, ensuring that expenditure stays within the limits of the budget.
- To control textbooks and equipment in the possession of the department and, within the limits of the budget, to ensure that they are replaced when necessary.
- To arrange regular meetings of the department in order to discuss pupils' progress, any common problems and other departmental issues and to share good practice and to pass minutes of these meetings to the Head.

3. TEAM MANAGEMENT

- To be a role model for all staff in the department (including technicians), to inspire and motivate them and to fully acknowledge the duty of care towards them.
- To encourage and oversee the work of each member of the department.

- To ensure in consultation with the Headmistress that members of the department receive appropriate opportunities for INSET/career development.
- To review and appraise the work of each member of the department
 - by observing a sample of their teaching, preparation and marking
 - by conducting the professional review of each department member

4. PASTORAL SYSTEM

- To act as a Form Tutor if required and to carry out the duties associated with the role.
- To contribute to PSHCE and the co-curricular programme and House System as required.
- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.