



St Mary's School Prep Department
Job Description: Science Co-ordinator (Prep)

We place great value on Science throughout our school but it is in the Prep department that the foundations are laid for the passion and enthusiasm for this very important subject which leads to success at all stages of the girls' careers. We have a dedicated science laboratory in Prep and work in close co-operation with the Science team in Senior House.

The successful candidate will be responsible for the delivery of the Science curriculum in Years 3 – 6 and for advising teachers in Pre Prep on the work that they do to ensure the delivery of science in that area. The Prep department is a close knit and very supportive team who have a shared vision for the education of our very motivated and hard-working girls. There is an emphasis on building cross curricular links.

The main responsibilities of the post are as follows:

Areas of Responsibility and Key Tasks

a) Strategic Direction and Development of the Subject

- implement policies and practices which reflect the School's commitment to high achievement through effective teaching and learning
- have an enthusiasm for the subject and keep up to date with developments through personal research, attending courses, liaison with professional bodies and teachers in other schools in order to inform and improve schemes of work
- develop plans for the subject which identify clear targets, times-scales and success criteria for its development and/or maintenance in line with the school improvement plan
- monitor progress and evaluate teaching and learning in Science by working alongside colleagues and analysing work and outcomes, using relevant school, local and national data to inform targets for development and further improvement for pupils

b) Teaching and Learning

- teach Science to all pupils across the range of abilities in Key Stage 2, communicating and providing differentiated activities which take into consideration those with identified learning needs and with appropriate challenge for gifted and talented pupils

- create a stimulating learning environment for the teaching and learning of the subject
- ensure continuity and progression in the subject by choosing the appropriate sequence of teaching and teaching methods and set clear learning objectives through an agreed scheme of work
- establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments and records and regular analysis of this data
- ensure effective communication and consultation with senior leaders, teaching staff and parents and carers of students, including producing annual written reports and attending parents' evenings
- be a reflective practitioner, continuing development of personal and professional skills according to targets agreed with senior leadership through the School's performance management cycle
- develop effective links with the local community including parents, other schools, business and industry, as appropriate
- develop effective cross curricular links for STEM and contribute to the co-curricular programme

c) Leading Others

- enable all teachers to achieve expertise in planning for and teaching the subject through example, support and by leading or providing high quality professional development opportunities
- ensure that the Headmistress, SLT and governors are well informed about policies, plans, priorities and targets for the subject and that these are properly incorporated into the school improvement plan
- To attend scheduled meetings and INSET training
- To promote teamwork within the Prep department and the wider school by acting as a positive role model, playing a full part in the life of the school and actively promoting the School's policies
- promote the aims, values and ethos of the School and uphold all rules and policies

d) Effective Deployment of Resources

- support the Headmistress and the Head of Prep by maintaining efficient and effective management and organisation of learning resources, by developing or identifying new resources including ICT applications to the subject
- be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject, undertaking appropriate risk assessments and keeping up to date with safety issues through regular checking with CLEAPSS
- take on any additional responsibilities which might from time to time be reasonably determined, such as supervisory duties and covering for staff absence.

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.