

The Totteridge Academy - Job Description

Head of Science

Full time

Job Title: Head of Science

Job Purpose: The post holder will lead in the design of an engaging and challenging curriculum that inspires children to appreciate the subject and its application. This role requires an outstanding and confident classroom practitioner of science who is able to demonstrate the very highest standards of teaching.

Reporting Line: Assistant Principal

Tenure: Permanent, full time

Salary: United Learning Pay Scales

Key Responsibilities:

- To ensure the delivery of outstanding science lessons in all year groups. To provide a nurturing classroom and school environment that helps pupils to develop as learners
- To help to maintain/establish purposeful behaviour for learning across the whole school
- To contribute to the effective working of the school.

As Head of Science you will lead on the following areas:

Disseminating Subject Knowledge

- Demonstrating well-developed and up-to-date subject knowledge
- Attending relevant training sessions and network meetings to keep up to-date with any curriculum or assessment changes and to disseminate new information to colleagues accordingly
- Using the classroom as a place to innovate and try new ideas which can then be later shared with colleagues.

Subject Development

- Developing a curriculum skills map across the whole school for science
- Developing science Schemes of Work

Supporting Colleagues

- Teaching demonstration lessons for colleagues to share best classroom practice
- Supporting colleagues with planning to enable them to deliver consistently good lessons
- Observing teachers and offering supportive and instructional feedback
- Leading whole school CPD sessions according to need

- Supporting colleagues to deliver targeted intervention
- Ensuring that regular assessments take place on time

Monitoring and Assessment

- Analysing assessment data to track attainment and progress but to also highlight any gaps which need to be addressed
- Monitoring pupils' books and work for consistency and in line with the science policy
- Monitor weekly planning
- Moderating and standardising
- Reporting on data, progress, attainment and staff development

Wider Community

- Running workshops to inform parents of the School practice and development to enable them to support their child at home
- Organising guest speakers, activities to promote the subject
- Positively promote science across the School
- Oversee whole school displays that promote the subject
- Evaluating the impact of your work through data analysis, questionnaires, monitoring visits, etc.

Other

- To undertake other various responsibilities as directed by the Principal or Vice Principal
- To undertake the main professional duties of a teacher
- To uphold all School policies with consistency and diligence
- To undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development

The Totteridge Academy – Person Specification

Head of Science

Full time

Applicants will need to already hold the right to work in the UK and, if short-listed, be able to attend an interview at the school.

Specification	Essential
Qualifications	<ul style="list-style-type: none"> • A record of good academic achievement including a directly relevant honours degree (2.i or above) • PGCE/QTS or the ability to successfully obtain ITT at GHS via the School Direct Programme • Excellent oral and written English skills
Personal qualities	<ul style="list-style-type: none"> • High levels of personal and professional integrity • Commitment to academic excellence • High degrees of self-confidence, personal energy and dynamism • Personal warmth, good rapport with pupils, colleagues and parents • Excellent organisational skills • Appropriate levels of personal presentation • Confident use of ICT
Teaching and Learning	<ul style="list-style-type: none"> • Excellent knowledge of the relevant curriculum



The Totteridge Academy

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- Evidence of creative and innovative approach to teaching and learning including the appropriate use of ICT
- Commitment to improving, monitoring and evaluating teaching and learning

Philosophy and Ethos

- A commitment to safeguarding and promoting the welfare of children and young people
- High expectations for pupil attainment, personal development and conduct
- Commitment to best practice in pastoral support and student welfare
- Commitment to helping with extra-curricular activities and curriculum enrichment

Principal: Chris Fairbairn

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