



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

<b>Summary of the role:</b>	The Head of Science will lead and review the curriculum and teaching of Science throughout the school (Nursery to Year 8) with a particular emphasis on the Prep years (3 to 8). This includes the build-up to 11+, Common Entrance and Scholarship Entrance level. The post will involve leading teachers who teach Science, as well as being individually responsible for the teaching and management of their class/es. They will provide inspiration to pupils and stimulate creativity in the department, in order to create an exciting learning environment for all pupils. This position will be supported by, and be accountable to, the Deputy Head (Academic).
<b>Line management responsibility for:</b>	Science teachers and technician
<b>Main duties and responsibilities:</b>	<p>As a teacher at Newland House School, you will support the School's aim in ensuring that we provide a curriculum that is broad and balanced, covering the academic, artistic and physical elements that are crucial for the development of the whole child. We set high standards of learning for all the children in a caring and supportive environment and you will help to promote our ethos in encouraging enquiring minds and building pupils' strengths, interests and experiences.</p> <ul style="list-style-type: none"><li>• Promote and safeguard the welfare of all children at the school</li><li>• Set and maintain high educational and moral standards; maintain good order and discipline among pupils, safeguard their health and safety and participate in extra-curricular activities</li><li>• Adhere to the School's Code of Conduct Policy.</li></ul> <p><b>Leading the Department</b></p> <ul style="list-style-type: none"><li>• To regularly review the Science syllabus.</li><li>• To ensure that the medium-term plans for Science are progressive and coherent between and within year groups.</li><li>• To adopt and work towards the objectives outlined within the school's improvement plan.</li><li>• To maintain an overview of progress of children within the subject.</li><li>• To supervise the teaching of Science throughout the school and support colleagues with the delivery of the subject.</li><li>• To ensure that the departmental handbook is kept up to date.</li><li>• To ensure that departmental resources are engaging, appropriate and allow for high-quality teaching to happen.</li><li>• To organise Science sets where required.</li></ul>

- To host regular departmental meetings.
- To maintain an up-to-date knowledge of changes in curriculum and teaching methods and disseminate these to colleagues.
- To establish links with the Science departments of the most significant senior schools that Newland House children move on to.
- To promote the subject within the school using various means and initiatives.
- To arrange appropriate external educational visits for pupils
- To regularly engage with colleagues in the Pre-Prep (Nursery to Year 2) to observe lessons, conduct learning walks and support where needed.
- To be responsible for the academic budget of the department.
- To be part of the process of selecting, interviewing and appointing applicants for posts within the Department.
- To make sure that the laboratories are a safe working environment for the children by making staff and children aware of the hazardous nature of some experiments and substances.
- To manage the work of the technician.
- To attend termly H & S Committee meetings.

**Planning, Teaching and Class Management:**

- Setting appropriate and challenging tasks and ensuring high levels of interest.
- Identifying clear learning objectives and specifying how they will be taught and assessed.
- Setting clear targets, building on prior attainment.
- Identifying and supporting pupils of all abilities.
- Providing clear structure for lessons, maintaining pace, motivation and challenge.
- Making effective use of assessment and ensuring coverage of the departmental Programme of Study and Schemes of Work.
- Maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework.
- Using a variety of teaching methods including effective questioning, oral and group work and ICT as appropriate.
- Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- Evaluating one's own teaching critically to improve effectiveness.
- Assessing how well the learning objectives have been achieved and using them to improve specific aspects of teaching.
- Monitoring strengths and weaknesses to inform planning.
- Undertaking the assessment of pupils and prepare and present informative written reports to parents at the end of the summer term and orally at parents' information evenings.

**Pastoral Duties:**

- To be a Form Tutor to an assigned class
- To liaise with parents

	<ul style="list-style-type: none"> <li>• To promote the general progress and well-being of individual pupils and of the Form group as a whole</li> <li>• To register pupils, accompany them to assembly and encourage their participation in other aspects of school life</li> <li>• To be vigilant in preventing bullying and work swiftly to resolve incidents of bullying, following the school's Anti-bullying Policy</li> <li>• To promote and safeguard the welfare of the pupils</li> <li>• To maintain a constant awareness of all issues relating to child protection</li> <li>• To alert staff members to problems experienced by pupils and those concerned with the welfare of individual pupils after consultation with the appropriate staff.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• You may also be required to undertake such other comparable duties as the Head requires from time to time.</li> </ul>
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## Person Specification

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	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed.	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Qualified Teacher Status.</li> <li>▪ Good relevant Degree level qualification</li> <li>▪ Commitment to continued professional development (CPD)</li> </ul>	<ul style="list-style-type: none"> <li>▪ First Aid qualification or willingness to obtain</li> </ul>	<ul style="list-style-type: none"> <li>▪ Review and verification of the applicant's certificates</li> <li>▪ Discussion at interview</li> <li>▪ Independent verification of qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of, and a passion for, teaching Science</li> <li>▪ Proven record of successful teaching practices</li> <li>▪ Understanding of the strategies needed to establish consistently high aspirations and standards of results</li> <li>▪ Use of ICT to support teaching and learning</li> <li>▪ Experience of or keen interest in new technologies</li> <li>▪ A creative approach to lesson planning and a commitment to practical science</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of teaching Science to 11+, Common Entrance and Scholarship Level</li> <li>▪ Experience of teaching Science at Key Stage 2 and 3</li> <li>▪ Evidence of improving the teaching and learning of the subject through schemes of work and co-curricular activities</li> <li>▪ Modern approach to teaching and preparing pupils for demanding external exams</li> <li>▪ Successful experience of teaching pupils of all abilities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Content of the application form</li> <li>▪ Interview</li> <li>▪ Professional references</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Be an excellent teacher</li> <li>▪ Confident and proficient in planning and preparing lessons appropriate to the needs of the pupils</li> <li>▪ Ability to apply high educational and moral standards, promote the school's aims positively and use effective strategies to monitor motivation and morale</li> <li>▪ Use data to inform school target setting</li> <li>▪ Have a secure understanding of learning styles and child development</li> <li>▪ Develop good personal relationships and work well within the team</li> <li>▪ Establish and develop good relationships with parents</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of leading curriculum subjects or projects in school</li> <li>▪ Proficient ICT skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Content of the application form</li> <li>▪ Interview</li> <li>▪ Professional references</li> <li>▪ Lesson observation</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Communicate effectively (both orally and in writing) to a variety of audiences</li> <li>▪ Create a happy, challenging and effective learning</li> </ul>		
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>▪ The National Curriculum for Science at Key Stages 2 and 3</li> <li>▪ The theory and practice of providing for the individual needs of all children (e.g. classroom organisation and learning strategies)</li> <li>▪ The monitoring, assessment, recording and reporting of pupils' progress</li> <li>▪ The statutory requirements of legislation concerning equal opportunities, health &amp; safety, learning support and child protection</li> <li>▪ The positive links necessary within school and with all its stakeholders</li> <li>▪ Be aware of new and current teaching initiatives</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledgeable about contemporary developments in education</li> <li>▪ Knowledge is the ISEB Common Entrance curriculum and scholarship requirements</li> <li>▪ Knowledge of the National Curriculum for Science at Key Stage 1</li> <li>▪ Knowledge of the EYFS areas of learning</li> </ul>	<ul style="list-style-type: none"> <li>▪ Content of the application form.</li> <li>▪ Interview.</li> <li>▪ Professional references</li> <li>▪ Lesson observation</li> </ul>
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>▪ Motivation to work with children and young people and a passion for education and making a difference</li> <li>▪ Ability to form and maintain appropriate relationships and boundaries with children and young people</li> <li>▪ Emotional resilience in working with different situations</li> <li>▪ Positive attitude to use of authority and maintaining discipline</li> <li>▪ Be a role model to staff, children and the community</li> <li>▪ Be committed to the school and its ethos</li> <li>▪ Able to motivate self and others</li> <li>▪ Organised, flexible, able to manage time and conflicting demands</li> <li>▪ Excellent communication and interpersonal skills.</li> <li>▪ Demonstrate initiative</li> <li>▪ Reflective on own practice</li> </ul>	<ul style="list-style-type: none"> <li>▪ Liaise effectively with and report to governors and outside agencies</li> <li>▪ Proven track record of successful teamwork</li> </ul>	<ul style="list-style-type: none"> <li>▪ Content of the application form</li> <li>▪ Interview</li> <li>▪ Professional references</li> <li>▪ Lesson observation</li> </ul>

***Candidates should ensure that they address all of the above criteria in their application form, referring, where appropriate to actual experience. In addition, the interview will explore issues relating to safeguarding and promoting the welfare of children.***