

HEAD OF SCIENCE POST AT VINEHALL SCHOOL for September 2012

Vinehall is a co-educational day and boarding preparatory school for children aged 7 to 13 which includes a pre-preparatory department for children aged 2 to 6. The School upholds high standards of academic achievement as well as a very full range of extra-curricular opportunities. It is a vibrant and busy school with high expectations in all areas.

There is a very strong science department which maintains high academic standards and has an impressive scholarship record. At the same time, less able pupils are well-supported and the department is generous in providing extra science sessions during lunch breaks or after school.

The science department is housed in a purpose-built block with two fully-equipped laboratories and one junior lab. The main teaching labs have interactive whiteboards as well as a prep room between them.

There are currently three science teachers in the department, covering the curriculum for 7 to 13 year-olds, and they link with pre-prep staff and the pre-prep curriculum for science as appropriate, for instance during Science Week.

We seek for September 2012 a full-time Head of Science whose role will include teaching class science to a range of pupils between the ages of 7 and 13, to encourage and promote science generally throughout the school.

The successful candidate will be prepared to be involved in all aspects of life at Vinehall.

This post offers a challenging opportunity to develop and extend the work of a busy and highly successful department.

JOB DESCRIPTION FOR HEAD OF SCIENCE AT VINEHALL

Main Duties and Responsibilities of the post

JOB TITLE

Head of Science

ACCOUNTABLE TO

Senior Management Team

Head

CORE PURPOSE

The Head of Science should aim to instill enthusiasm for science in the pupils at Vinehall. He/she will ensure that the requirements of the CE and Scholarship syllabuses are properly met and to guide, monitor and support members of the science department.

The Head of Department will take responsibility for the development and profile of the department and will run regular departmental meetings for which an agenda will be published in advance and minutes will be copied to the Director of Studies.

The Head of Department is responsible for maintaining and updating all departmental curriculum documents, policies, schemes of work and examination papers. He/she will ensure the smooth running of the department and that all members of the department understand and follow agreed practices.

The Head of Department carries responsibility for promoting and safeguarding the welfare of children with whom he/she comes into contact.

The Head of Department will support and encourage members of staff in the department, advising them and motivating them.

KEY TASKS

Responsibility for the learning, development and wellbeing of pupils.

Planning and delivery of the science scheme of work.

Ensuring appropriate use of technology (and be an effective practitioner in terms of information communications technology).

Ensuring that requirements of relevant examinations are known and that pupils are thoroughly prepared for these.

Fostering the achievement, learning, personal and social growth of each pupil.

Supporting staff in training and continuing professional development. Appraising other staff.

Alerting staff to changes on the curriculum and latest developments in the subject.

Ensuring good classroom displays and, occasionally, displays around the school.

Liaising with the special needs department.

Creating a safe and stimulating learning environment.

Guiding, promoting and leading all the workings of the science department.

Management of resources. Organising the text books and equipment and stock-checking the same. Ordering as necessary (any orders of £500 or more must be signed off by the Headmaster by way of the order book system operated by the Bursary). Organising repairs care of the Domestic Bursar.

Planning ahead for the department annually and contributing to the School's development plan.

Managing and adhering to the annual departmental budget. This will be requested in the Lent Term each year. A set format is used (available on the staff section of the school intranet).

Organising science activities on-site (pond-dipping, nature walks, etc.) and trips and visits. Running science week and arranging for outside speakers to visit.

The science department has established an annual residential trip to The Isle of Wight for Year 7.

The Head of Science ensures the high profile of the department, that a stimulating and relevant programme of study is followed and that high standards are achieved. Also, ensuring that prep (homework) is effective and meaningful and that all staff in the department uphold the best professional standards in their teaching, marking and record-keeping.

Ensuring that the department is compliant with health and safety regulations, in consultation with the health and safety adviser.

Attending staff meetings including pre-term in-service training, heads of department meetings, parents' evenings and school events as published in the termly calendar.

Dealing with postal enquiries and departmental matters. Keeping abreast of developments in science and science education.

Actively engaging in IAPS subject co-ordinators' meetings locally and establishing connections with similar schools for the effective sharing of good practice.

TIMETABLE

Vinehall operates a points system. Full-time staff aim to work to a total of 28 responsibility points per week, balancing teaching with games (sports), duties, activities and other responsibilities.

The teacher will be expected to teach a full week's lessons and will be expected to work a six day week (Monday to Saturday inclusive). The teacher is entitled to two half days free during that period. There are also regular weekend exeat when there is no Saturday school. Certain school events will cut across free time and this post will include supervisory duties.

The school day runs from 8.15 a.m. to 5.20 p.m. and there is one duty day per week (through to 8 p.m.).

SALARY

The post is paid according to the Vinehall scale which is based on the government pay scale for teachers. Pay is calculated according to qualifications and experience.

There is an extra head of department's responsibility allowance.

The Head of Department will contribute to the Government Superannuation scheme unless she/he opts out of this.

INDUCTION

New members of staff are allocated a mentor with whom they meet on a weekly basis. Once established, the teacher is subject to an appraisal system to help set targets for continuing professional and personal development.

OTHER

Accommodation may be available if required.

Vinehall is a non-smoking school.

We expect that teachers will be able and willing to drive school minibuses.

Please refer to Person Specification for more information.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the School's Child Protection Officer or to the Head.