



Howe Green House School & Little Oaks Nursery School

JOB DESCRIPTION

Head of Science

The Head of Science is tasked with ensuring that Science is a prominent subject within Howe Green House. The post holder will coordinate the subject and teach Science to each class from Reception up to Year 6 and provide guidance and support to the staff delivering science in Little Oaks Nursery School.

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.

The job description for this role is in line with the Teacher's Standards (2011). The following duties shall be deemed to be included in the professional duties which you will be required to perform:

Teaching

1. Planning, preparing and evaluating imaginative and inspiring lessons.
2. Teaching, according to their educational need, the pupils assigned to you.
3. Setting appropriately differentiated activities and providing feedback in line with the school's Feedback policy.
4. Assessing, recording and reporting on the development, progress and attainment of pupils.

Other activities

5. Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to you.
6. Providing guidance and advice to pupils on educational and social matters.
7. Making records and reports on the personal and social needs of the pupils.
8. Communicating and consulting with the parents of the pupils.
9. Communicating and co-operating with persons or bodies outside the School.
10. Participating in meetings arranged for any of the purposes described above.
11. Accompanying pupils on trips away from the School.
12. Contributing to the extra-curricular side of the school, for example by running an after school club.
13. Contributing to the wider life of the school, for example by attending occasional school events outside of normal school hours or term dates.
14. Generate, and cultivate existing, links with other schools and related establishments.

Assessment and reports

15. Providing or contributing towards oral and written assessments, reports and references relating to individual pupils and groups of pupils.
16. To attend Parents' Evenings each term to provide feedback on progress and attainment.



Appraisal

17. Participating in any arrangements that may be made for teacher appraisal.
18. Contributing towards teaching assistant appraisal.

Subject leadership

19. Fulfilling the role as Head of Science.
20. Fulfilling all aspects of the (separate) subject leader job description.
21. To play a lead role in the organisation and running of the annual STEM week.
22. To provide guidance and leadership to the Head of the Nursery School – and ensure that the pre-school children have access to a varied and exciting science provision in an age-appropriate way.

Further training and development

23. Reflecting on your own teaching practice and pedagogy and being proactive in making any improvements.
24. Proactively seeking and willingly participating in continuing professional development.
25. Undertaking such training as may be reasonably required by the School to enable you to adapt to the changing requirements of the School and your role or as may be necessary to fulfil the School's statutory or regulatory obligations.

Educational methods

26. Advising and co-operating with the SLT and teaching staff on the preparation and development of the teaching and wider curriculum, teaching materials, methods of teaching and assessment of pastoral arrangements.

Child protection, discipline, health and safety

27. Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.
28. Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere.

Staff meetings

29. Participating in meetings at the School which relate to the curriculum of the School or the administration or organisation of the School, including pastoral arrangements.

Administration

30. Participating in administrative and organisational tasks related to such duties as are described above and the ordering and allocation of equipment and materials.
31. Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after the School sessions.

Flexibility

32. You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.