



HEAD OF SCIENCE AT VINEHALL SCHOOL September 2021

Vinehall is a co-educational day and boarding preparatory school for children aged 7 to 13, which includes a Pre-Prep and a Nursery for children aged 2 to 7. The school upholds high standards of academic achievement as well as a full range of co-curricular opportunities. It is a vibrant and busy school with high expectations all round. In the most recent inspection in 2018, Vinehall was rated as 'Excellent' in both areas.

We seek for September 2021 a full-time Head of Science to teach Years 5 to 8 and to promote science throughout the school as well as in the wider community. The post offers an exciting opportunity to develop a relevant and engaging curriculum and to extend the work of this busy and highly successful department. The successful candidate will be prepared to be involved in all aspects of life at Vinehall.

JOB DESCRIPTION FOR HEAD OF SCIENCE AT VINEHALL

Main Duties and Responsibilities of the post

JOB TITLE

Head of Science

ACCOUNTABLE TO

Deputy Head
Head

CORE PURPOSE

The Head of Science will oversee the teaching of Science throughout the school, including supporting all staff teaching Science.

The Head of Science will ensure all children enjoy a relevant and engaging curriculum and will be responsible for formulating and updating departmental documentation including Schemes of Work.

The Head of Science will be responsible for promoting the Science Department, both within the school as well as in the wider community.

The Head of Science will oversee assessment and monitoring within the Department, including ensuring that pupils are prepared for Common Entrance and Scholarship exams.

The Head of Science 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 and motivating them, and supporting their continued professional development.

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.
- 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.
- 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 learning support department.
- Creating a safe and stimulating learning environment.
- Guiding, promoting and leading all the workings of the science department.
- Management of departmental resources. Organising the text books and equipment and stock-checking the same. Ordering as necessary. Organising repairs care of the Bursar.
- Submitting an annual Departmental Development Plan 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.
- 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 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. A thorough Risky Area risk assessment is required annually.
- Attending staff meetings including pre-term Insets, heads of department meetings, parents' evenings and school events as published in the termly calendar.
- Dealing with 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

Full-time staff aim to balance teaching with games (sports), duties, activities and other responsibilities.

A full-time teacher will be expected to teach a full week's lessons and will be expected to work a five-day week (Monday to Friday inclusive). Vinehall operates an optional Saturday activities programme and those staff who work on a Saturday morning may be allocated a half day free during the week in return. Certain school events will cut across free time and this post will include supervisory duties.

The school day runs from 8.00am to 5.30pm. There is one duty day per week (through to 6.00pm).

SALARY

The post is paid according to the Vinehall scale. Pay is calculated according to qualifications and experience.

There is an additional Head of Department's responsibility allowance.

INDUCTION

New members of staff are allocated a mentor with whom they meet on a weekly basis. Once established, the teacher is subject to a professional development system to help set targets to support a high quality of CPD.

OTHER

Vinehall is a non-smoking/vaping school.

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

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 Designated Safeguarding Officer or to the Head.

All staff are expected to read and abide by the requirements of the staff handbook (copies are made available to all new staff).