

Role Description

Science Teacher (Physics)/Assistant Head of Department - Science

Reports to: Head of Science

Status: Permanent full-time

The Science Department at Meriden oversees the teaching of Science in the School, including the senior disciplines of Biology, Chemistry, Physics, Science Extension, and Junior Science Years 7-10.

This role supports and contributes to the “big picture vision” of the Science Department as directed by the Head of Department - Science. The ideal Assistant needs to be both supportive and flexible in responding to challenges that may arise at different points during the year. This role contains a mixture of administrative, curriculum and cultural responsibilities, which would come at the discretion of the Head of Department.

This position involves teaching Junior Science and Senior Physics.

Professional Responsibilities

- Planning, preparing and delivering lessons to a range of classes
- Designing a range of assessment tasks and marking guidelines and outcomes
- Marking work, giving appropriate feedback and maintaining records of pupils' progress and development
- Researching new topic areas, maintaining up-to-date subject knowledge and then devising and writing new curriculum materials
- Selecting and using a range of different learning resources and equipment
- Ensuring academic reports are written in accordance with Meriden report guidelines and style rules
- Participating in departmental meetings, parents' evenings and whole school training events
- Undergoing regular observations and participating in regular in-service training as part of continuing professional development
- Meeting professional obligations through efficient work habits such as meeting deadlines and honouring schedules
- Providing an educational atmosphere where students have the opportunity to fulfil their potential for intellectual, emotional, physical, spiritual and psychological growth
- Undertaking pastoral duties, such as taking on the role of tutor, and supporting pupils on an individual basis through academic or personal difficulties
- Undertaking such other duties as may be required by the Head of Department or the Principal.

Key responsibilities as Assistant Head of Department - Science

Administration and Staffing

- Coordinate and work with the Science subject captains on competitions
- Be responsible for organising Science competitions, excursions and book orders with the library
- Assist with supporting and mentoring less experienced members of staff.
- Assist with coordinating external forms of support such as Homework Help and Day 11.

Curriculum

- Take an active role in researching, reading and reviewing potential new material for each year group
- Help promote interest and devise strategies at implementing it within junior programmes
- Be familiar with Science syllabi and actively contribute to programming and creating resources
- Assist with improving ICT integration across junior year groups
- Liaise with Learning Support in supporting students with special needs through modified assessments and programmes.

Cultural

- Take an active role in supporting and contributing to the “big picture” vision for the department
- Promote the subject throughout the School
- Contribute generously to the positive tone of the Department and the School.

Essential Attributes

- Expertise in Junior Science and Senior Physics
- The ability to communicate and motivate students via a variety of teaching methods
- Clear and effective oral and written communication skills
- Excellent teaching and learning strategies, promoting an environment of active and purposeful learning
- Relationships with students marked by mutual respect and professionalism
- Effective organisation and time management skills and the ability to work independently with little direct supervision
- Excellent ICT skills
- The ability to work as part of a team
- A love of learning and a desire to promote STEM education to girls
- Supportive of the Christian ethos of Meriden
- Loyalty to the School and the Principal.