

MAYVILLE HIGH SCHOOL

35 St. Simon's Road,
Southsea,
Hampshire. PO5 2PE

T: 023 9273 4847

F: 023 9229 3649

E: enquiries@mayvillehighschool.net

W: www.mayvillehighschool.com



Headteacher
Mrs R Parkyn
MA (Oxon) MA PGCE MCIL

Head of Department – Science (Biology specialist)

Start date: 1st September 2023

As the Head of Department for Science, you have overall responsibility for ensuring high quality provision of this subject to the pupils at Mayville High School at Key Stages 3 and 4. You will advise and consult with members of your department and with the Headteacher and other members of the Senior Management Team.

The principal responsibilities are given below to provide assistance to you in fulfilling the requirements of the post, but these are not exhaustive.

- To ensure that appropriate schemes of work for year groups 7 – 11 are devised, developed and revised in accordance with NC requirements as is consistent with departmental policy and whole school policy.
- To ensure that pupils are prepared to meet requirements of national testing at KS4.
- To ensure that within these schemes of work specific provision is made for the Gifted and Talented pupils and for those with dyslexia or other specific learning difficulties.
- To liaise with the Head of the Dyslexia Unit and the Coordinator for Gifted and Talented Pupils regarding identification and appropriate provision for these pupils.
- To construct, review and revise departmental aims and policy statement to include key aspects of teaching such as assessment for learning, differentiation and cross-curricular issues.
- To enhance staff development through carrying out the school's Performance Management programme for the staff within your department on an annual basis, ensuring that appropriate staff training is requested and delivered.
- To ensure that teaching in the department accords with departmental school policy and schemes of work and that pupil progress is being monitored and recorded effectively. This will include classroom observation and book checks.
- To ensure appropriate pupil progression through tracking performance of individual pupils and groups of pupils against school and standardised data, informing the Director of Studies of any concerns.
- To ensure that departmental staff are aware of the abilities of each pupil taught, that they read the guidance provided in the SEN register and other forms of assessment and that they inform the teaching within your Department.
- To ensure that lessons are delivered within a positive, well-ordered environment, with high standards of behaviour and pupil involvement.
- To conduct and minute regular departmental meetings and to provide the Headteacher and Director of Studies with a copy of the minutes.

- To be available for consultation with other members of the department in respect of their areas of responsibility, e.g. curriculum, pupil difficulties, data etc.
- To initiate a departmental development plan (one year/three year) which will include analysis of examination results and other issues such as improvement in resources, with a view to improving standards. To submit an annual input to the school development plan.
- To be responsible for the ordering of stock/resources and maintaining records of these.
- To integrate the teaching methods and approach of the department with those of the whole school through regular participation in Academic Board meetings.
- To consider enrichment activities for your subject, including after school clubs, external visits, specialist days, talks etc.
- To ensure progression in Science from KS1 through to KS4 by involvement in liaison meetings with subject leaders in Pre-prep and Junior School.
- To participate in arrangements for further training and professional development as a manager.
- To become familiar with and carry out all general school policies as specified in the Staff Handbook.
- To manage the science technician.
- To ensure that safe practices are followed in the laboratories and that Risk Assessments are carried out for all departmental activities.
- Ensure all the various reports and deadlines in the department are completed on time and checked.
- Keep abreast of current developments in your area and disseminate information as appropriate.
- To undertake additional duties under the reasonable direction of the Headteacher.

Salary dependent on experience

Full Time