DBS

CANDIDATE INFORMATION PACK

Head of Science

JOB DESCRIPTION

Head of Science

The Role

Science is taught as a specialist subject at DBS. The Head of Science will be accountable for leading, managing and developing Science across the Upper School. The post holder will also work closely with the Lower School Science Coordinator to ensure continuity and progression across the School.

The Head of Science will be responsible for ensuring that all students make excellent progress in Science and experience the subject as interesting, challenging and rewarding.

The Head of Science must fully support the core values of DBS and understand how academic study, pastoral care and co-curricular activities contribute equally to school life. The Head of Science will report to the Deputy Head (Academic) of Upper School.

The post holder is responsible and accountable for securing the highest standards of achievement in Science for the students they teach. This is achieved through the effective monitoring, evaluation and review of students' learning progress and teaching outcomes, together with the setting of appropriate targets for improvement.





KEY RESPONSIBILITIES

School Values and Ethos

- To actively promote our Unique DBS Vision through enthusiastic participation in all areas of School life.
- To foster an inclusive environment that respects, celebrates and embraces diversity across all aspects of the School community.
- To share and support the School's commitment to providing an all-round, outstanding education for all students.
- To set high expectations that inspire, motivate and challenge students.
- To have the highest aspirations for students' development and achievements, both in and out of the classroom.
- To offer excellent pastoral care to all students.
- To participate fully in the DBS co-curricular and school activity programme.
- To respect and support Thai culture.

Leadership and Management

- To lead by example as an outstanding classroom practitioner, attend assemblies, departmental meetings, parents' evenings, School functions and other staff meetings, and maintain high standards of professional behaviour, including punctuality and personal presentation.
- To follow, implement and advise on School policies and procedures in and out of the classroom.
- To establish clear guidelines for the effective running of the department, particularly in relation to teaching, homework, marking and assessment policies.
- To produce a Department Annual Report, including a Department Development Plan that contributes to the overall School Development Plan.
- To update the Departmental Handbook.
- To develop a subject-related co-curricular programme, including assemblies, talks, displays, newsletter contributions, website content and trips.
- To attend specific marketing events, such as Open Days, as reasonably directed by the Principal.
- To promote Science competitions both internally and externally.
- To ensure that all aspects of health and safety are understood and that relevant procedures are followed, completing appropriate risk assessments where necessary.
- To direct and monitor the work of non-teaching staff within the department, including the Science Technician.



Safeguarding Responsibilities

- To uphold the highest standards of safeguarding and consistently promote the safety and well-being of all students in line with the School's Child Protection and Safeguarding Policy.
- To remain vigilant for signs of abuse or harm and follow all School procedures for reporting concerns about students or adults without delay.
- To embed safeguarding in daily practice, including classroom interactions, co-curricular activities, off-site visits and digital environments.
- To complete all required safeguarding and child protection training, including regular refresher training, and remain informed of policy updates and expectations.
- To support a culture of openness, fairness, trust and respect in which all students feel safe, heard and valued.
- To share responsibility for safeguarding by working proactively with colleagues, Designated Safeguarding Leads and relevant external agencies, where appropriate.

Staff

- To meet regularly with members of the department to review progress and plan for the future.
- To monitor the teaching of department members by reviewing students' work and observing lessons, thereby contributing significantly to their professional development.
- To make effective use of learning assistants to support students in their learning.

Curriculum and Assessment

- To lead the development and planning of the Science curriculum from Year 7 onwards, and work closely with the Lower School Science Coordinator to ensure that the curriculum is broad, balanced and challenging.
- To maintain thorough and up-to-date schemes of work, including details of the topics to be covered and clear aims and objectives.
- To ensure that School procedures for assessing, recording and reporting students' achievements are followed, and to use this information effectively for review and planning.
- To oversee the production of appropriate examinations and other forms of assessment as required.
- To liaise with the Head of ESL and the Head of Learning Support regarding students who require additional support.
- To seek opportunities to develop the teaching and delivery of Entrepreneurship through the curriculum.
- To contribute to the Scholarship Programme.
- To support the Examinations Officer by providing the information required to enter candidates for the correct external examinations.

Teaching and Learning

- To facilitate and encourage high-quality learning that gives students the opportunity to achieve their full potential.
- To ensure that teaching and learning are effectively adapted to meet the needs of all students.
- To demonstrate excellent subject knowledge.
- To set students challenging targets and use a range of strategies, resources and technologies to support them in achieving these targets.
- To ensure that students receive regular written and oral feedback and are encouraged to reflect on and respond to it.

Resources and Environment

- To make effective use of educational resources, particularly IT and the Library.
- To provide a safe, purposeful and well-managed learning environment.
- To ensure that all subject rooms have suitable displays of educational material and students' own work.
- To manage the departmental budget, including the preparation of an annual resource list for planning purposes.

Parents

- To promote the home-school partnership within the department, working closely with colleagues to establish and maintain positive relationships with parents.
- To ensure effective reporting to parents on students' development, progress and attainment in the subject.



Person Specification
(E is Essential; D is Desired)

Qualifications

- Bachelor's degree in Science. (E)
- Postgraduate Certificate of Education (or equivalent). (E)
- Qualified Teacher Status. (D)
- Evidence of further postgraduate study. (D)

Skills and Experience

- A proven track record of high-quality teaching. (E)
- A minimum of four years' relevant teaching experience. (D)
- A high level of subject knowledge. (E)
- Experience of being a Head of Department. (D)
- Experience delivering the ISEB Common Entrance syllabus. (D)
- Experience of preparing students for GCSE/IGCSE Science examinations. (E)
- Experience of preparing students for A level Science examinations (IB experience would be considered). (E)
- Experience of working with children who have English as a Second Language. (D)
- Excellent working knowledge of the National Curriculum for England. (E)
- An understanding of how Digital Technologies can be used to enhance the curriculum. (D)
- A strong academic background, stature and experience that will command the respect of students, parents, colleagues and the wider community. (E)
- An understanding of the demands of a UK independent day school environment. (D)
- A commitment to academic progress and the welfare and safeguarding of students. (E)
- Experience of curriculum development in the subject. (D)
- Knowledge and understanding of recent educational developments and best practice. (E)



Personal Qualities

- Ability to stretch the most able students, whilst also ensuring the curriculum is accessible to all. (E)
- Ability to inspire children with a love of learning. (E)
- Ability to understand the needs, challenges and opportunities of an international school community. (E)
- Strong personal-relations and team-working skills. (E)
- Ability to use ICT to enhance learning. (E)
- Energy, charisma and dynamism with the vision and drive to create productive learning environments and excellent outcomes for all children. (E)
- Ability to work with and apply all school policies. (E)
- Rigorous can-do attitude, positive team player with a sense of humour. (E)
- Be willing to work hard and with enthusiasm, avoiding a “nine-to-five” approach. (E)

REMUNERATION

This is an outstanding leadership opportunity offering a highly competitive, top-tier compensation package that reflects the paramount strategic importance of this faculty.

This will include:

- On-site accommodation (if recruited from overseas) for first year of contract at least. Option to move off-site and receive housing allowance from the second year.
- Start and end of contract flights (for dependent spouse and children too).
- Annual flight allowance (for dependent spouse and children too).
- Medical insurance (for dependent spouse and children too).
- 100% Tuition fees contribution for up to two children (50% for subsequent children).
- An end of contract gratuity.



APPLICATION PROCESS

Please apply through through the school's **TeachApply Portal.**

If you have any additional questions about the role then please contact:
Pattarawan Ruenroeng, Headmaster's PA at pattarawan.r@dbsbangkok.ac.th




DENLA BRITISH SCHOOL


DBS
Always to Greater Things