



# The British School

## Job Description - Head of Department : Science

<b>Responsible to</b>	Secondary Assistant Head
<b>Job Purpose</b>	To lead on all departmental matters

<b>Main Responsibilities</b>	
Ensure all departmental planning and documentation is up to date, fit for purpose and useful in supporting excellent learning and teaching. This will include schemes of work, long term plans, a detailed and regularly reviewed development plan, website information, etc.	
Insist on high quality teaching and learning across the department and ensure the TBS learning policy is in place. <i>(This must include regular lesson observations and learning walks which are noted in the departmental minutes)</i>	
Provide guidance and support to colleagues as and when required on curriculum matters.	
Ensure assessment and record keeping is in line with school policy and ensures progress of all students.	
Analyse the examination and assessment data of the faculty and provide a report/action plan to SLT annually (and as requested at other times).	
Keep up to date with learning and teaching developments in the UK and advise on curriculum developments.	
Facilitate and determine an agenda for department action/focus on: <ul style="list-style-type: none"> <li>- Peer observation and micro-teaching</li> <li>- Action Research/Showcasing Best Practice</li> <li>- Teaching and Learning Initiatives</li> <li>- Ensuring the School Development Plan targets are met</li> <li>- Spotlighting to review the success of the learning in the department</li> <li>- Extracurricular, enrichment and extension activities such as competitions, clubs and trips</li> <li>- Ensure rewards and sanctions are applied consistently and appropriately.</li> </ul>	
Ensure the department is fully prepared for external inspections and TBS departmental reviews	
Be responsible for positive learning behaviour within the department. Support other teachers in dealing with incidents or individuals. Decide when matters should be referred to the mentor/Head of Key Stage.	
Ensure students are supported in their studies and involve them in decisions relating to their learning.	
Ensure health & safety requirements are considered in the planning and delivery of all lessons/activities.	
Ensure the department follows best practice for safeguarding in line with TBS policy	
Communicate departmental events to students, staff and parents and ensure the department's high profile both online and through events, assemblies and .	
Resource within an allocated budget (submitted annually). Order and manage materials and stock.	
Promote a positive profile of the School vision to staff, pupils, parents and the wider community. Use of virtual methods to do this is also essential including regular news items and use of twitter.	
Ensure healthy communication & working relationships are maintained by all members of the department.	

**Other reasonable requests made by the Principal**

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## Person Specification - Head of Department : Science

<b>Skills required</b>	
Ability to inspire children to learn effectively and to model excellent teaching.	Essential
Hard-working and dedicated to continuous improvement and communicating successes within and outside school.	Essential
Ability to communicate effectively, both verbally and in writing, with all 'stakeholders', creating a harmonious and collaborative community.	Essential
Excellent organisational and time management skills with the ability to prioritise tasks, work on one's own initiative and react appropriately to competing demands.	Essential
Ability to maintain confidentiality.	Essential
Ability to solve problems, make good judgements and take decisions.	Essential
Awareness of TBS commitment to community work and willingness to contribute to TBS charities and community programmes.	Essential
Awareness of one's own vulnerabilities and 'knowledge gaps; with the mindset to seek feedback, self reflect, develop and improve.	Desirable
Understanding and knowledge of ICT and a willingness to further develop ICT skills.	Desirable
<b>Qualifications</b>	
Recognisable teaching qualification and a good degree.	Essential
Middle/Senior Leadership training and/or a postgraduate degree in Education.	Essential
<b>Experience</b>	
Leading a team successfully with evidence of strategic planning and positive outcomes.	Essential
Leading and managing other staff including line/performance managing colleagues.	Essential
Managing department finances or working within a budget.	Essential
Interviewing and recruiting staff.	Desirable
<b>Personal attributes</b>	
Enthusiastic, hard-working and resilient.	Essential
Calm, flexible, approachable attitude.	Essential
Exhibit confidence with humility.	Essential
Ability to work under pressure, on own initiative, accurately and with attention to detail.	Essential
A sense of humour with the right balance of gravitas.	Essential
Confidence to advise and challenge the Head of Secondary (VP) on all aspects relating of school life.	Essential



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**Remuneration:** TBS Leadership Scale (related to UK Leadership Scale), dependent on qualifications and experience.

*The British School Kathmandu is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures, including checks with past employers, a satisfactory Disclosure and Barring Service check, a Prohibition Order Check and the successful application of an ICPC (International Child Protection Certificate). Our safeguarding and safer recruitment policies are shared with all prospective candidates. TBS does not discriminate with regard to race, colour, gender, religion, sexual orientation, age, political opinion, or disability.*