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## THE BOSWELLS SCHOOL

### JOB DESCRIPTION

**JOB TITLE:** Head of Physics

**RESPONSIBLE TO:** Head of Science Faculty (HOF) and/or Deputy Head of Faculty (DHOF)

**PURPOSE:**

- a) To be accountable for the highest standards of student achievement within Physics, monitoring and evaluating student attainment and achievement and setting targets for improvement.
- b) To lead, develop and enhance the quality of teaching within Physics, including evaluating the quality of teaching and learning and securing and sustaining effective teaching. To advise the HOF and/or DHOF appropriately and as required.
- c) To be accountable for the leadership and management of the Physics, including the development and implementation of curriculum/subject policies, plans, targets and practices within the context of the school's aims and policies

**ALLOWANCE ATTACHED TO THIS POST:** TLR 2a (£2613)

### MAIN ACTIVITIES ATTRIBUTABLE TO THE DUTIES:

#### A. FACULTY

- a) Assist the Head of Faculty with the day to day running and long term planning of the Faculty.
- b) Deputise for the Head of Faculty when necessary and represent Physics at meetings and on working groups as and when appropriate.
- c) Assist the Head of Faculty with the formulation, monitoring and evaluation of the Faculty Development Plan.
- d) Foster and support extra curricular activities in the Faculty.
- f) To have specific responsibility for:-
  - i) Co-ordinating the Calendar of Events for the Department
  - ii) Co-ordinating assessment, recording and reporting procedures within Physics



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## **B. PHYSICS DEPARTMENT**

### **1. CURRICULUM**

- a) To prepare, review and evaluate a departmental development plan assisted by other members of the Department.
- b) To ensure that syllabi and schemes of work are produced, monitored and reviewed.
- c) To develop assessment processes which are compatible with school policies
- d) To ensure the appropriate differentiation of the curriculum to meet the needs of all levels of student ability.
- e) To promote teaching and learning styles which stimulate student interest and involvement and ensure all students make exceptional progress.
- f) To define skills, techniques and concepts to be developed and taught.
- g) To assist and advise the Head of Faculty and Deputy Head (Curriculum) in the timetable planning of Physics.
- h) To ensure effective assessment and moderation takes place throughout the year.
- i) Liaise with other Heads of Department/Heads of Faculty to exploit cross curricular links

### **2. SCIENCE FACULTY**

The following duties relate to the contribution by the postholder to the day to day running of the Science Faculty:

- Deputise for the HOF/DHOF, where necessary, including at meetings
- Be an active member of the internal 'on-call' system, supporting students where necessary
- To organise/support primary liaison activities
- Deliver and lead departmental/faculty meetings

### **3. STUDENTS**

- a) To establish high levels of achievement by promoting high expectation levels and setting down clear guidelines for establishing good standards of behaviour, including the careful presentation of work, and the care of books and equipment. Monitor the effectiveness of these policies within the department and address any issues with staff.
- b) To establish procedures for the monitoring and recording of progress, including developing interventions for students who do not make the progress expected of them.
- c) To supervise the writing and issuing of reports.



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- d) To make arrangements with the appropriate Head of Year for the induction of students at all levels of admission.
  - e) Plan lessons and prepare courses of study in accordance with curriculum requirements-in particular, ensuring that students of all abilities make excellent progress.
  - f) Ensure all student work is marked in accordance with school policies
  - g) Promote the general well being of students in lessons in the Physics Department

### **3. EXAMINATIONS**

- a) To examine and evaluate suitable public examination courses at Key Stage 4 and 5, including GCSE, AS, A level courses and submit proposals when appropriate.
- b) To establish policy on entry to external examinations in accordance with that of the school and to forecast, record, monitor and evaluate results.
- c) To liaise with the Schools Examinations Officer to ensure all entries are correct and on time.
- d) To implement school policy on internal examinations including preparation and assessment.

### **4. STAFF**

- a) To assist the Headteacher with recruitment and appointments and to provide references when required.
  - b) To deploy staff within the Department and to assist the Head of Faculty and Headteacher in preparing job descriptions.
  - c) To assist the Head of Faculty and Deputy Head (Staff/Students) with the induction of new staff into the Department and to provide a full programme of guidance and support especially for newly qualified teachers.
  - d) To delegate responsibilities, as appropriate, in order to encourage staff development, personal involvement and team work.
  - e) To actively promote a team approach within the Department and Faculty.
  - f) To assist the Headteacher/ Head of Faculty in the implementation of the Performance Management Policy within the Department/ Faculty by:-
    - i. Meeting with teachers to review performance and identifying achievements
    - ii. Recording objectives in writing
    - iii. Monitoring performance against objectives, including at least one observation of teacher teaching
    - iv. Discussing and identifying teacher's professional needs
    - v. Writing performance review statements with the member of staff being reviewed.
  - g) To promote the professional development of teachers within the Department and Faculty (including when appropriate the organisation of school based in-service training).
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- h) To monitor and evaluate, with the support of the Deputy Head [Staff/Students] student teachers.
  - i) To support any staff within the Department/Faculty who may be experiencing problems with individual students or classes.
  - j) To support an effective structure for Department and Faculty consultation, communication and evaluation including meetings, working practices and information bulletins as appropriate.
  - k) To ensure that work is set for classes being covered for absent colleagues and that supply staff and colleagues covering receive the appropriate support in all matters pertaining to those classes. **NB:** In most cases work will normally be set by absent staff.
  - l) To assist the Head of Faculty and Headteacher with the recruitment and appointment of any support staff (including instrumental teachers).

## **5. RESOURCES AND ACCOMMODATION**

- a) To identify through forward planning the appropriate resource needs of the Department with respect to staffing, rooming, equipment, textbooks, consumables, reprographics, etc and to maximise their effective use.
- b) To provide information concerning those resource needs to the Head of Faculty and Deputy Head (Curriculum) in the required format and at the appropriate times in the annual school financial cycle.
- c) To maintain accurate and efficient financial accounting procedures, including record keeping in line with whole school policies.
- d) To allocate resources and accommodation within the Department to meet curriculum objectives.
- e) To make arrangements for recording and checking of stock.
- f) To lay down standards for the proper care of accommodation, furniture and equipment in line with the whole school policy.
- g) To ensure that all reasonable steps are taken to promote Health and Safety and to implement all school and national directives and guidelines relating to Health and Safety.

## **6. COMMUNITY**

- a) To promote the Physics Department in the wider community including feeder primary schools.

## **7. WHOLE SCHOOL**

- a) To set challenging but fair targets for students and staff within the Department for examination purposes as Physics of the Faculty/whole school drive to raise standards of student achievement.
- b) To act as a Form Tutor and to actively support the implementation of the Pastoral Curriculum under the leadership of the Head of Year.



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**PLEASE NOTE:**

- i) Staff without a tutor group will be allocated to a year panel and will be expected, if required, by the Head of Year to undertake registration duties at the appropriate times on the timetable.
- ii) It is school policy to regularly review job descriptions with both the changing needs of the school and the individual staff development and training needs in mind. Thus the duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head Teacher.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.