



Northbourne Park School

Job Description

Job Title: Head of Science and Science Teacher **Line Manager for:** Lab Technician
Location: Prep School **Reporting to:** Headmaster

Overall Purpose of the Job:

- To teach Science to Years 3 - 8
- Deliver an exciting, high quality curriculum in the Prep School
- Prepare children for examinations

Teaching Responsibilities:

- Deliver appropriately stimulating, differentiated lessons to pupils in Years 3 - 8
- Teach the NPS Science curriculum and the ISEB exam syllabus, according to the Schemes of Work
- Forge cross-curricular links with other subjects, where appropriate, to enhance pupils' learning
- Monitor pupils' learning, mark, assess, record and report pupil progress according to School policy, and take appropriate action to remedy under-performing. Liaise with pupils, parents, Form Tutors, SENCO, Director of Studies and Headmaster as necessary
- Promote Science through extra-curricular activities, contributions to the School Newsletter, displays and open days
- Together with the Lab Technician, maintain the Science laboratories and keep an up to date inventory, ensuring resources are available

School Responsibilities:

- Comply with professional standards outlined in staffing policies
- Fully endorse, understand and exercise your roles and responsibilities contained within the *NPS Health and Safety Policy and Handbook*
- Promote and safeguard and welfare of pupils and staff according the School's Health and Safety, Fire Safety, Child Protection and CLEAPSS regulations and guidelines
- Fulfil other reasonable duties as directed by the Headmaster

Personal Specification: (Knowledge, Skills & Attributes)

Essential requirements for the role:

- Degree in Science
- Qualified Teacher status
- Fully conversant with the National Curriculum for Science
- Ability to communicate clearly and effectively
- Imagination, commitment and ambition to inspire pupils to enjoy Science
- ICT competence
- Flexible and proactive attitude to work
- High standard of personal presentation

Desirable requirements:

- At least two years as a Science teacher
- Experience working in an IAPS Boarding School
- Experience of teaching for Common Entrance

Hours

You are employed to work a full teaching timetable of approximately 34 teaching sessions and duties. The school day is normally 8am to 5.30pm Monday to Friday and alternate Saturdays until 3.30pm. Teaching staff are required to assist the boarding team on a rota basis.

Salary and benefits

Salary: On the NPS salary scale depending upon qualifications and experience with a salary range of £26,983 to £34,412. Further pay is awarded for additional responsibilities.

Pension: The position holder is eligible to be a member of the Teachers' Pension Scheme or the NPS Group Pension Scheme.

Holiday: The statutory minimum holiday entitlement under the Working Time Regulations 1998 which is to be taken during school holidays. In addition, the position holder is not normally required to work during normal school holidays other than three days prior to the return and three days after the departure of pupils. Public holidays occurring when the School is in session will be working days.

Safeguarding

Northbourne Park School is committed to safeguarding and promoting the welfare of children. Candidates will be required to complete an application form and produce original documentation of certificates and degree qualifications. An enhanced DBS clearance check will be undertaken for the successful candidate. All staff members at the School are expected to fulfil their obligations and responsibilities in safeguarding and promoting the welfare of children.

Agreed by Headmaster

Agreed by Jobholder

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Date

Date

(Updated February 2019)