



## Job Description

### Role: Head of Physics

*This job description gives an overall indication of the areas of responsibility of the position but is by no means all-encompassing or fixed. The post may include other duties and responsibilities as determined by management that fall within the general responsibilities of the post. St. Francis' College Limited ('the College') is an equal opportunities employer.*

<b>Location:</b>	Senior School
<b>Accountable to:</b>	The Head of Physics is directly responsible to and supervised by the Head of Science, who is also Head of STEM faculty. However, the Head of Physics may also receive instructions from the Head, who is responsible for the leadership and management of the College, together with other members of the Senior Leadership Team.
<b>Responsible for:</b>	N/A

#### Overall Purpose of the Job

The Head of Physics' primary purpose is to be responsible for the successful teaching of all pupils, helping them to achieve their individual potential and to work as part of a team to help achieve the overall aims of the College. The Head of Physics will teach up to A Level in Physics, as well as teaching across the sciences at Key Stage 3 and desirably at Key Stage 4.

#### Main Duties and Responsibilities

##### TEACHING DUTIES

- Taking responsibility for the strategic leadership and day-to-day management of the Physics department.
- Where a Part-Time Teacher is appointed, the number of teaching periods would be agreed pro-rata at the time of appointment.
- Planning courses, preparation of lessons, setting homework and marking pupils' work.
- Informally assessing and reporting (to the Head of Faculty) pupils' academic development, progress and attitude.
- Creating and setting formal assessments, setting and marking examination papers, and writing reports as required.
- Taking responsibility for the welfare and safety of pupils.
- Promoting the general well-being of pupils, taking note of individuals' personal needs and communicating with the Form Tutor and/or Head of Boarding.
- Maintaining discipline and high standards of courtesy and appearance among pupils at all times and co-operating in this with all other members of staff.
- Taking care to see that the teaching room is a well-ordered and stimulating environment for learning and teaching.
- Participating in staff meetings and departmental meetings.
- Contributing to the running of the department.
- Covering, as required, for absent colleagues.
- Reviewing teaching methods, maintaining knowledge of the subject and expertise up-to-date, participating in arrangements for further training and professional development.

## **NON-TEACHING DUTIES**

- Arriving in school in time to read any messages or notices before assembly.
- Attending assembly.
- Attending staff meetings.
- Attending parents' evenings.
- Being a Form Tutor.
- Actively supporting school events as far as possible.
- Break and lunchtime duties, as required.
- Performing any specific duties as requested by the Head. These are arranged as equitably as possible, taking into account interests, abilities and other responsibilities.
- Making a regular contribution to the programme of extra-curricular activities including Science clubs and trips.

### **General**

The College is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. CVs will not be accepted.

Owing to the presence of students in the College, strict rules governing staff behaviour and, in particular, regarding access to areas of the College, are in place. Details may be obtained from the College.

### **Training and Work Equipment**

The College will provide training or pay reasonable training costs where the need arises.

## Person Specification

### Role: Head of Physics

Essential	Desirable
<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Good honours degree in related subject.</li> </ul>	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Evidence of relevant CPD.</li> <li>• Qualified Teacher Status.</li> </ul>
<p><b>Skills and Knowledge:</b></p> <ul style="list-style-type: none"> <li>• A track record of success within Physics departments, evidenced by pupil outcomes.</li> <li>• Thorough knowledge and understanding of current developments in teaching, learning, school culture and the curriculum.</li> <li>• Ability to use data to identify strengths and address under-achievement.</li> <li>• Setting high standards for pupils and ensuring goals are achieved.</li> </ul>	<p><b>Skills and Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Excellent knowledge of IT within the Science Curriculum and demonstrable impact on pupil attainment.</li> <li>• Evidence of strategic leadership within Physics teaching.</li> </ul>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience at teaching Physics up to and including A Level</li> <li>• Strong teaching ability, backed up by good and outstanding ratings.</li> <li>• A proven track record of measurable impact as an individual teacher.</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Evidence of teaching a second science (Biology and/or Chemistry) to GCSE level.</li> </ul>
<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• A strong moral purpose and drive for improvement</li> <li>• Motivated, enthusiastic and flexible</li> <li>• Good sense of humour</li> <li>• Excellent interpersonal skills</li> <li>• A desire to develop yourself and those around you as individuals</li> <li>• Ability to work under pressure</li> <li>• Excellent record of attendance</li> <li>• Ability to work effectively in a team</li> <li>• Support for the Christian ethos of the College</li> </ul>	<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• Willingness to offer extra-curricular provision</li> </ul>