



St Mary's School
CAMBRIDGE

St Mary's Junior School Job Description

Head of Junior School Science

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Our School

St Mary's Junior School has the capacity to educate 200 girls from ages 3 – 11. The school, which is set in leafy Cambridge on the edge of Vicars Brook and the Fen, combines a warm and nurturing environment with excellent resources, a commitment to teamwork and the professional development of staff. From here, many of our girls go on to join our successful Senior School on Bateman Street, where they remain until the end of Sixth Form.

St Mary's is an ambitious school with a strong set of values focused on providing every girl with the opportunity to reach their full potential. Nurturing a love of learning, we ensure that each child acquires and secures the skills to become effective lifelong learners, fit not only for the world we live in today, but for a future yet to be determined. Adventure, curiosity, kindness and reflection lie at the core of what we do. Coupled with our strong and thriving connection with The Mary Ward values. We place equal importance on their social, moral and cultural growth. At all times the girls are expected to uphold the ethos of the school in a positive manner and are proud ambassadors; not only on site but when representing St Mary's at outside events, activities and fixtures. We foster a desire to learn by offering a curriculum that has breadth, balance and challenge. Above all, we encourage academic endeavour and that each child strives, gives of their best, and achieves their potential.

At St Mary's Junior School we maintain high expectations and place a strong emphasis on acknowledging the positive ways in which the girls conduct themselves and interact with others. Trust, honesty, good manners, a hardworking attitude and respect for the environment and above all, each other, are intrinsic in all that we do. We place great emphasis on the strength of our community and the girls being considerate, courteous and tolerant of the needs of others.

We are a progressive and vibrant school that focuses on raising the aspirations and releasing the potential of every young person in our care. In this environment, they have the opportunity to grow academically, on the sports field, artistically, on stage, and to take leadership responsibilities in many different areas. Life at St Mary's is a unique experience but one that is treasured by all in its community.

What we can offer you

- The opportunity to join a very successful team of committed and highly qualified teachers.
- A supportive environment where the work-life balance of teachers is important.
- Outstanding facilities and resources to support learning and teaching.
- A forward-thinking, can do, risk-taking, mistake celebrating community where anything is possible!
- An opportunity to grow as a leader and access further professional development opportunities both in the Junior School and within the wider St Mary's community.
- A bespoke induction and training programme with built-in support and mentoring as required.
- A strong Staff Wellbeing Programme (wellbeing days/staff events/breakfasts/socials)
- The opportunity to be part of St Mary's Junior School at this most pivotal and exciting time.

The Role

An exciting opportunity has arisen for an able and inspiring Head of Science to lead the teaching of Science across the Junior School. This full time position is for a person who has a degree in Science (or equivalent) and qualified teacher status.

You should have a genuine passion for Science and a desire to inspire this in others. As well as an ability to foster a supportive, dynamic, professional department you should also be eager to continuously develop your own teaching skills, enjoy leading and sharing ideas with colleagues and collaborating across departments.

You will teach classes from Reception to Y6. The position also requires experience of upper KS2/KS3 Science and will involve teaching in the Senior School 1-2 days a week.

The successful candidate will:

- be an enthusiastic and effective Head of Department
- have a passion for Science and Science teaching;
- have a proven track record of success that would add to St Mary's academic culture;
- be equally at home teaching those who find the subject hard and those who work at a level above their age group; and
- have excellent interpersonal skills, resilience, and the ability to work as a part of a team.

An ability to teach a second, core subject would be advantageous.

Reporting Line Manager: Deputy Head Learning & innovation

Line Manager of: Additional JS Science teachers

Main Duties & Responsibilities

In relation to the leadership of Science:

- Lead the development of outstanding, innovative learning and teaching in the field of Science across the school
- Ensure that inventive use is made of resources, including new technologies.
- Ensure that the delivery of Science is exciting and stimulating and inspires girls learning
- Promote a strong and cohesive Science department and to devise and execute an inspiring development plan (updated annually) in accordance with strategic priorities
- Review, maintain and develop appropriate schemes of work for the department, be aware of developments in Science education and maintain a detailed knowledge of best practice in education
- Take responsibility for the administration of the department
- Develop and regularly review departmental policies
- Hold responsibility for Health and Safety within the Science laboratory
- Lead, promote and monitor extra-curricular activities and events related to Science
- Advise the Deputy Head (Learning & Innovation) about resources, curriculum changes and staff development
- Ensure the visual appearance of the department and classrooms are of a high standard
- Prepare the department for inspections
- Maintain the Department Handbook and write a yearly Development Plan which fits in to the school's strategic plan
- Ensure all departmental information is kept up to date
- Make effective use of social media for Science, collaborating closely with the school's Marketing and Communications professionals

In relation to the assessment, review and monitoring of science learning:

- Monitor the department's marking and coverage of schemes of work
- Ensure that each girl in the school is fulfilling her potential in Science
- Ensure school expectations with regards to prep, marking and data analysis are met within the department, track the progress of pupils and meet with colleagues as required
- Ensure that feedback genuinely moves learning forward
- Monitor, modify and evaluate the Schemes of Work on a regular basis
- Monitor feedback and marking, with regular work scrutiny
- Assist with and monitor short and medium term planning
- Devise appropriate forms of assessment, recording and reporting in accordance with whole school assessment policy and any statutory curriculum requirements
- Ensure continuity and progression between the year groups
- Plan, organise and evaluate the transfer of assessment information between year groups
- Participate in the on-going review of the curriculum.
- Liaise closely with the Senior School to ensure academic continuity.

- Monitor progress of report writing and take action to ensure deadlines are met.

In relation to the parents:

- Where appropriate, meet with parents to discuss their child's academic progress.
- Create opportunities to provide further information and guidance to parents regarding their child's science education and progress.
- Actively engage parents in the learning journey

In relation to pastoral care, social development and safeguarding:

- To inform the Head or DSL of any concerns you may have about any individual or group of children.
- To liaise with the DSL to ensure the safeguarding and security of all children in your care.
- Promote and safeguard the welfare of pupils and adhere to and ensure compliance with the school's Child Protection procedures and staff guidance at all times reporting any concerns to the DSL or Headteacher as appropriate.
- Be aware of Health and Safety requirements, including where to obtain expert advice.
- Communicate with the Health and Safety Team any Health and Safety issues regarding the welfare or safety of the pupils or staff.
- Be familiar with the school's fire safety procedures and participate in drills as required.

In relation to the wider school:

- Attend school events and actively consider ways in which to engage the parent body with their child's learning
- Assist in the delivery of co-curricular offerings both in and out of school.
- To participate in educational visits and extra-curricular activities.
- To carry out other supervisory duties as required.
- To participate in meetings, training and professional development as required.
- To provide cover for colleagues as required.
- To undertake such other reasonable duties that may be required from time to time.

THIS JOB DESCRIPTION IS CORRECT AT THE TIME OF ISSUE BUT IS SUBJECT TO CHANGE IF AND WHEN REQUIRED BY THE HEAD