



THE ENGLISH INTERNATIONAL SCHOOL

Prague, Czech Republic

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB FAMILY:	The English International School Prague
JOB TITLE:	Subject Leader of Science
JOB PURPOSE:	To be an outstanding leader, organiser and classroom practitioner who develops students, directly and by inspiring and enabling other staff, so that they become the best that they can be.
REPORTING TO:	School Leadership Team
OTHER KEY RELATIONSHIPS:	Assistant Leaders Subject Leaders Parents Students
PACKAGE:	Competitive remuneration and benefits based on experience

Core Requirements of the Post

In fulfilling the requirements of the post, the Head of Science will demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in students, colleagues and parents;
- Engage and motivate students to strive for high performance;
- Help build strong teams and create the conditions for staff to learn from each other
- Continually strive to develop the quality of students' learning;
- Generate and execute action plans to for year on year improvement in the school's results in Science.
- Use the student tracking and monitoring process to advance student learning and enhance professional practice in line with the school's aspirations and priorities;
- Contribute significantly to school improvement / development planning and promote the learning priorities of the school development plan;
- Develop the curriculum and ensure continuity with the Primary school
- Develop and deploy resources to support high quality student learning;
- Promote the wider aspirations and values of the school and of the Science Department.

Areas of Responsibility and Key Tasks

Planning, Teaching and Class Management

Teach students so that they achieve the best they can by:

- Planning effective teaching programmes which provide exemplary learning; opportunities within and beyond the classroom;
- Positively targeting and supporting individual learning needs;
- Maintaining high levels of behaviour and discipline;
- Effectively using homework and other extra-curricular learning opportunities;
- Establishing a purposeful and safe learning environment;
- Using technology to enhance learning opportunities.

Leadership

- Coach, mentor and help develop colleagues to be the best they can be.
- Create meaningful accountability for outcomes.
- Be an outstanding role model.
- Lead transformational change in the Science Department

Tracking, Assessment, Recording, Reporting

- Make effective use of formative and summative assessment to plan challenging learning opportunities for all students;
- Ensure data is collected and used to enhance teaching and learning
- Monitor and record students' learning to ensure they remain on track to achieve challenging targets;
- Report on progress to appropriate stakeholders.

Pastoral Duties

- Establish a purposeful and safe learning environment for all students;
- Promote the progress and well-being of individual students in general;
- Contribute to the preparation of action plans and other support mechanisms;
- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
- Communicate effectively with parents of students, liaising with other staff as appropriate;
- Contribute to PSHE according to school policy.

Extra Curricular Activities

- Support the life of the school beyond the classroom;
- Lead one or more agreed after school activities each week;
- Participate in residential weeks and other trips as appropriate;
- Contribute to whole school learning initiatives during term;

Other Requirements

- Contribute positively to the morale and community spirit in the school;
- Work effectively in different teams;
- Assist in whole school marketing initiatives and contribute to the growth of the school;
- Operate at all times within the stated policies and practices of the school;
- Maintain an up to date knowledge of good practice in teaching techniques;
- Maintain subject(s) or specialism(s) to enable effective teaching;
- Keep knowledge of wider curriculum developments up to date;
- Undertake professional development to enhance teaching and students' learning, and
 - apply outcomes and identify impact
 - share outcomes with colleagues
- Meet responsibilities with regard to health and safety, equal opportunities and other relevant legislation and conform to professional and ethical requirements;
- Any other appropriate duties as allocated by members of the school's leadership team.

PERSON SPECIFICATION

Qualifications/Training

Qualified to degree level or above	Essential
Qualified Teacher Status	Essential

Experience

Proven track record with at least four years' teaching experience	Essential
Experience of being part of a highly successful department and school	Desirable
Experience of leadership/management in a school	Desirable
Demonstrable evidence of innovating and adapting curricula to engage children and enable them to perform highly	Essential
Experience of delivering a UK National Curriculum, IGCSE and IBDP	Desirable
Working in partnership with parents	Essential

Skills

Excellent oral and written communication skills	Essential
Ability to engage children and enable them to perform highly	Essential
Strong organisational skills	Essential

Personal Attributes

Passionate about education and young people	Essential
Evidence of commitment to continuous professional development	Essential
Confident global citizen	Desirable
Understand the complex and demanding environment of an international school community	Desirable