

Head of Science

Candidate Brief



Halliford
School
SHEPPERTON

*Awarded a Significant Strength for
Pupil Leadership - ISI November 2025*





Come as you are. Go as all you can be.

About the Role

This position offers an ambitious middle leader or experienced teacher the exciting opportunity to lead and offer strategic oversight of the Science Department at Halliford School as well as taking responsibility for his/her specialist scientific discipline.

Candidates will be expected to evaluate the wider Science Department and provide a strong, creative vision and offer strategic leadership of Science at Halliford School. The successful candidate will offer skill, enthusiasm and a passion for their subject which will inspire our students. He/she should also be inspirational leaders of the staff within their team.

The Science Department is staffed currently by three Physics teachers, three Biology teachers and three Chemistry teachers, all of whom work closely together as a team. The Science Department is ably supported by two full-time Science Technicians. The Science Department shares an office, which allows for a free exchange of resources and ideas. Each teacher has his/her own, well-equipped teaching laboratory with interactive LCD screen and the space to complete practical work owing to our small class sizes (maximum of 24 at GCSE, but in most cases 20). There is also a space for the Head of Science to work separately if required.

In Year 7 students at Halliford are taught 'Science' by one teacher (across 4 x 40 minute lessons per week) before the subject is split into separate disciplines in Year 8 (2 x 40 minutes per discipline, per week). We are true to our mission and are academically ambitious for all our students. As such, in Year 9, all students embark on the AQA GCSE separate Science courses (Biology, Chemistry and Physics), each subject receiving 2 x 40 minute lessons per week. At the start of Year 10, however, students decide, with parental and staff input, whether to continue with the separate Science courses or to switch to the AQA Combined Science: Trilogy course. Regardless of their chosen qualification pathway, each student then receives 3 x 40 minute lesson per discipline per week until the GCSE examinations.

At A Level, students study the AQA Biology, Chemistry and Physics specifications and are endorsed in line with CPAC requirements for their required practical work. A level classes benefit from 8 x 40 minute lessons per week.

The Head of Science would assume responsibility for one of the three scientific departments and work alongside the Heads of the remaining two departments to ensure students at Halliford receive inspirational and caring teaching leading to excellent outcomes, enabling them to access the best and most appropriate higher-education courses.



Role Description

Salary

The post holder will be paid on the appropriate point of the Halliford School Teachers' Pay Scale. We provide a competitive pay package, along with excellent benefits. The allowance for the Head of Science role will be competitive and commensurate with the size of the Science Department, the School and the independent sector.

Lines of Responsibility

The Head of Science is responsible to the Headmaster for the overall strategic direction of Science at the School and progress within their own scientific department. In line with all other Heads of Department he/she will be responsible to the Deputy Head Academic on curriculum matters and the Deputy Head Pastoral for pastoral and operational issues.

Management Responsibilities

- Overall responsibility for the strategic and professional leadership, management and promotion of Science within the life of Halliford School, in addition to their own scientific discipline.
- Responsibility for the deployment and line management of the Support Staff within the Science Department.
- Responsibility for achieving the highest standards within the Science Department and their own scientific discipline.
- Responsible to the Headmaster via the Deputy Head Academic for the vision, policies and culture of the Science department and for establishing these within the larger framework of Halliford School and its strategic plan, particularly in relation to teaching and learning.
- Providing strong academic leadership, leading, managing and developing their department and the wider Science Department to ensure it achieves the highest possible standards of excellence in all its activities, enabling students to progress to the highest levels in their subject.
- Ensuring students experience an educational programme that is personalised to their individual needs, identified through a robust assessment system.
- Rigorously monitoring learning outcomes, standards and attainment to ensure teaching and learning is consistently excellent within the Head of Science's own discipline and taking specific responsibility for Year 7 and the GCSE AQA Combined Science: Trilogy students.
- Using school policies and procedures to monitor, evaluate and develop the outcomes for the Science Department overall and within their own discipline, taking specific responsibility for Year 7 and the GCSE AQA Combined Science: Trilogy students. This can be completed through the use of observations, performance review and development, book looks and reporting.
- Taking responsibility for budgeting and expenditure of the Science Department in addition to the budget for their own scientific discipline.

- Promoting the entire Science Department to students and parents in its widest sense and liaising regularly with the Marketing and Communications Manager to provide opportunities to celebrate student success within the department.
- Organising and promote departmental co-curricular activities and trips and visits with the support of the Assistant Head Co-Curricular, including the co-ordination of external competitions such as National Olympiads.
- Ensuring the departmental laboratories are attractive, safe, productive and inspiring environments for all learners with suitable displays of student work.
- Maintaining connections with those leading their subject area at university level to support students' progress to further education.
- Explicit responsibility for the Year 7 Science Scheme of Work and monitoring and tracking of the Year 7 students in Science, including review of the grades and report comments for Year 7 students.
- Explicit responsibility for the progress, monitoring and tracking and outcomes of the AQA Combined Science: Trilogy students at GCSE.
- Overall responsibility for health-and-safety compliance in Science, including training, risk assessments and attendance at the Governors' Health and Safety Committee.
- Assigning sets within Science and discussing the GCSE pathways with students (assisted by the Deputy Head Academic).
- Oversight of all marketing events within Science, including Sixth Form Open Evenings, 11+ Open Days, the 11+ and 13+ Taster Days and Offer Holder Days.
- Managing the current calendar of outreach opportunities and lead on furthering scientific outreach.
- Leading the provision of STEM activities within the school's Academic Collaboration Week.
- Responsibility for the support of scientific applications for higher education.
- Specific responsibility for the Year 8 Science Fair.

Performance Management

- Line-management responsibility for teachers in their own scientific departments.
- Developing their own leadership skills to ensure the confident management of the performance of the entire Science Department, in addition to their own department.
- Acting as a role model for other members of staff in the pursuit of academic excellence.
- Ensuring the performance of individual staff is managed appropriately and offering as much support as is needed to enable each member of the department to contribute fully and develop their skills and experience, liaising with SMT as required.
- Putting in place the necessary evaluation and monitoring procedures to ensure improvement including termly work scrutiny (book looks), moderation of marking, monitoring attendance and regular lesson observations.
- Including a review of the AQA Combined Science GCSE: Trilogy results as part of an annual academic review meeting.

- Meeting with the Deputy Head Academic at the start of each academic year to review the performance of the entire Science Department, in addition to their own department, over the previous academic year and to present specific targets for the current academic year.
- Engendering a culture of excellence, co-operation and respect within the department.
- Responsibility for providing appropriate induction to all staff joining the department, including acting as an ECT mentor as necessary.
- Contributing to the Professional Review and Development programme, identifying training needs and encouraging departmental staff to undertake INSET and other forms of professional CPD as appropriate.
- Maintaining departmental resources and an inventory of items in the department.
- Promoting all three Science subjects to students in Year 11 and to external students looking to join the Sixth Form and liaise with the wider community and professional bodies.
- Chairing meetings with the Heads of scientific departments, in addition to regular departmental meetings for your scientific discipline, to ensure that clear actions and development plans are discussed, recorded and implemented against the Departmental Development Plan.
- Attending school on the days when public examination results are published in order to provide guidance for students and professional advice for colleagues.

Students & Parents

- Ensuring all students develop as strong learners, make good progress and ensure the appropriate use of IT within the department to allow students to use their devices positively in support of their learning as well as taking responsibility for the monitoring and implementation of any additional educational packages, such as Kerboodle, ExamPro and Tassomai.
- Ensuring the department adheres to the School's assessment and marking policy and students develop good learning behaviours in the classroom.
- Ensuring students are taught according to their educational needs and abilities, organising an appropriate setting and overseeing good student discipline in the department.
- Responding in a timely manner to any queries or concerns from parents and seeking to keep them informed of any concerns about their child in good time.

Teaching & Learning

- Keeping abreast of developments in the subject and take appropriate action to update the curriculum as necessary, specifically relating to Year 7 and AQA Combined Science: Trilogy.
- Keeping detailed records to show long, medium and short-term planning that establishes a culture of strong student progression.
- Taking responsibility for examination specifications, including the AQA Combined Science: Trilogy, schemes of work and departmental handbook, keeping such matters under constant review.
- Overseeing entry procedures according to the instructions of the Examinations Officer and meeting all the requirements of examination boards in respect of such items as non-examined assessment work and estimated grades.
- Ensuring students are prepared for public examinations, specific responsibility for AQA Combined Science: Trilogy students, by monitoring the teaching of the current syllabus, providing resources and guidance to allow students to revise effectively, and communicating appropriate academic information to parents.
- Developing a stimulating and inspiring scheme of work for Year 7 and the AQA Combined Science: Trilogy students, in addition to your scientific discipline students across the year groups that seek to develop a lifelong love of the subject.

Pastoral

- Undertaking the duties of a Form Tutor within one of the school houses.
- Developing positive working relationships and lines of communication with the members of your tutor group and their parents / guardians.
- Delivering the school's PSHE education programme to your tutor group with the support of the Head of PSHE education.
- Ensuring the delivery of the very highest levels of safeguarding and child protection at all times.

Co-Curricular & Whole School

- Taking a full and active role in the co-curricular programme on offer at the School.
- Organising and participating in educational visits, departmental events and School marketing days.
- Participating weekly as a member of the staff duty team.
- Taking responsibility for all activities relating to national Initiatives, such as National Science Week.
- Co-ordinating the STEM Scholarship programme within Science.

Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to safeguarding and child protection. The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment). The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body. The post-holder would also be expected to carry out any other duties that are reasonably assigned by the Headmaster.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed. This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.



Subject Delivery

Essential

Desirable

Primary means of assessment

Have a good Honours Degree in one or more of Biology, Chemistry or Physics	●	Application Form
Evidence of qualification to teach one or more of Biology, Chemistry or Physics to A Level	●	Application Form
Demonstrate they have maintained an up-to-date knowledge of subject and teaching methodologies	●	Supporting Letter / Application Form
Have a good understanding of assessment and public examinations	●	Supporting Letter
Have Qualified Teacher Status / PGCE or be willing to undertake this qualification at the School	●	Application Form
Have high expectations of students	●	Interview
Be able to communicate effectively with students aged 11 - 18	●	Interview
Be able to communicate effectively with colleagues	●	Interview
Work well as part of a small and dedicated team	●	Interview
Have a good range of teaching strategies to foster excellence	●	Interview
Be able to use data effectively to help students achieve their full potential	●	Supporting Letter
Demonstrate knowledge of how to plan for effective learning with a range of teaching strategies	●	Interview
A professional approach, which inspires confidence in students and parents	●	Interview
Mark effectively and provide developmental feedback	●	Interview
Excellent written and ICT skills (Microsoft Office)	●	Interview
Evidence of excellent behaviour-management strategies and the ability to set a culture of high expectations for students	●	Interview
A track record of successful student outcomes	●	Supporting Letter / Interview



Management

	Essential	Desirable	Primary means of assessment
Ability to lead and manage a team	●		Interview
Ability to support and develop the work of colleagues within the department	●		Supporting Letter
Ability to work effectively with the Senior Management Team in developing the department in line with whole-school and departmental priorities	●		Supporting Letter / Application Form
Demonstrate a clear understanding of the importance of professional development for all members of the department	●		Supporting Letter / Application Form
Ability to organise and coordinate a departmental assessment plan, including suitable moderation		●	Supporting Letter / Interview

Whole School

	Essential	Desirable	Primary means of assessment
Evidence of a commitment to promoting the health, welfare and safeguarding of young people at all times	●		Interview
Understanding special educational needs and an ability to implement education plans as required to enable all students to access the curriculum successfully		●	Supporting Letter / Interview
The ability to deal effectively and sensitively with the needs of parents / guardians	●		Interview
A commitment and willingness to engage in the wider co-curricular life of the school	●		Supporting Letter / Interview
Ability to coach a team sport		●	Interview
A positive motivation to work with young people	●		Interview
Emotional resilience and a good sense of humour	●		Interview

How to find us



**Halliford
School**
SHEPPERTON

Independent Senior Day School
Boys 11-18 Years • Girls 16-18 Years

Russell Road Shepperton TW17 9HX

Tel: 01932 223593 Email: hr@hallifordschool.co.uk

www.hallifordschool.co.uk   

