



Hurlingham School

Job Description 2025-2026

Job Title: Head of Science

Accountable to: Deputy Head Teaching, Learning and Innovation, Heads of Section, Headmaster

Role: The responsibilities and duties of the Head of Science are as follows:

Leadership

1. To lead all staff to teach Science to the best of their abilities across KS1 and KS2
2. To construct a department development plan in line with the whole School Development Plan
3. To monitor the quality of teaching and learning in Science and ensure curriculum coverage
4. To lead Science meetings when appropriate
5. To share expertise and new innovations with the staff community

Curriculum

6. Oversee the policy, action plan and scheme of work for Science, updating as and when necessary
7. To keep up to date with new curriculum requirements and ensure that the subject policy and scheme of work are in line with National Curriculum guidelines and the entrance requirements for future schools at 11+
8. To write, instigate and evaluate an annual subject action plan which underpins the aims of the School Development Plan, incorporates changes in the curriculum, improves areas of weakness and sustains areas of strength within the subject
9. Oversee appropriate mechanisms for assessment, recording and reporting of Science

Professional Development

10. Ensure one's own professional development in Science and primary teaching is updated regularly
11. Be aware of INSET requirements and provide in-house training as appropriate
12. Give guidance, support and advice to individual colleagues in order to improve their teaching of Science
13. To represent Hurlingham School at the IAPS Cluster meetings

Teaching and Learning

14. Teach Science to pupils in line with the timetable
15. Ensure there is continuity and progression in the teaching and learning of Science
16. Monitor the delivery of the subject using a variety of approaches, including reviewing planning, monitoring pupils' work and observing lessons
17. Use the findings of monitoring to evaluate teaching and learning, and to disseminate good practice
18. Ensure there is adequate and appropriate use of ICT in the teaching of Science

Resources

19. Plan a programme for the acquisition of new and replacement of outdated resources, with reference to the agenda of the Science Action Plan
20. To manage the Science budget
21. Maintain an updated audit of resources and oversee the distribution/storage of those resources
22. Maintenance and oversight of the Science Lab

This job description will be reviewed annually and may be subject to amendment at any time by the Headmaster after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Last revised: March 2025