



**St. Lawrence College**  
The British School in Greece

**Job description for the position of**

# **Head of Physics** **Department**

**Incorporating teaching of  
IGCSE and A-Level Physics**

Being Recruited Spring 2020  
To start employment September 2020

***St. Lawrence College, The British School in Greece,  
is committed to ensuring the complete and thorough  
safeguarding of all pupils and staff in order to create  
the safest environment for learning for all.***

**Mailing Address:** P.O. Box 74221, 166 02 Varkiza, Athens, Hellas, **Address:** Anemon Street, Koropi, Attiki

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Tel. 210 8917000, Fax: 210 8917010, url: [www.slc.gr](http://www.slc.gr), e-mail: [info@slc.gr](mailto:info@slc.gr)



### **Duties and Responsibilities of the Head of Physics Department**

The Head of Physics is responsible for the delivery of Physics at Key Stages 4 and 5 and for the management and organisation of the Physics department.

In addition to supporting the Head of School and Deputy Heads in their management of the school, specific responsibilities and duties include:

#### **Curriculum**

- a. To establish and communicate the aims and objectives of the Physics department.
- b. To ensure that schemes of work are produced, reviewed and updated for the Physics department.
- c. To develop assessment processes.
- d. To ensure that appropriate differentiation of the curriculum is made to meet the needs of all levels of pupil ability.
- e. To promote teaching and learning styles which stimulate pupil interest and involvement in learning.
- f. To keep up with developments in Physics teaching through appropriate INSET.
- g. To attend Heads of Department meeting and other meetings as required.

#### **Teaching**

- a. To teach Physics at Key Stages 4 and 5.
- b. As a Head of Department to be an exemplary teacher and to demonstrate excellent teaching skills.
- c. To provide leadership and enthusiasm in this curriculum area.
- d. To incorporate fieldwork into the curriculum for each Year group.
- e. To allocate teachers to groups.
- f. To allocate pupils to groups.
- g. To hold meetings of colleagues working in the Physics curriculum area.



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- h. To promote the subject beyond the classroom e.g. extra-curricular activities, wall displays, Physics blog.
- i. To evaluate exam performance and take action to improve standards of teaching and pupil support where required. To promote cross-curricular co-operation.

### **Supporting teaching colleagues**

- a. To support and direct staff within the Physics department.
- b. To make detailed arrangements for the induction of all newly appointed teachers of Physics.
- c. To promote the professional development of all staff teaching Physics.
- d. To evaluate the work of teachers of Physics, including regular observation of lessons with following feedback.
- e. To provide disciplinary support when and where necessary.
- f. To assist in the appraisal process by carrying out or contributing to the appraisal of teachers of Physics or other colleagues.

### **Resources**

- a. To organise teaching resources within the Physics Department.
- b. To establish and maintain, through forward planning, appropriate resources for the Physics team.

### **Pupils**

- a. To establish appropriately high levels of expectation of pupils in terms of good standards of behaviour and achievement within the Physics department.
- b. To promote and safeguard the welfare of pupils.
- c. To monitor and record pupil progress.
- d. To oversee the quality of the writing of reports, provision of subject information to parents, attendance at parents' meetings and response to parents' enquiries.
- e. To be aware of the school website profile and provide updates to the website coordinator.



### **Examinations**

- a. To liaise with the pupils, teachers, parents and the Deputy Head (academic) in relation to exam entry procedures.
- b. To implement school policies on internal examinations, including their preparation, presentation, marking and grading.
- c. To organise departmental internal exams.
- d. To standardise the marking of internal exams.

### **Pastoral Duties**

- a. To fulfil the pastoral duties expected of any teacher in a British school. These include playground duty, cover duty, being a form teacher, supporting school functions and the like.
- b. To support school extra-curricular activities by running a new school club or assisting in one that is already available in the school.

### **Duties and Responsibilities of a teacher of Physics**

#### **Teaching:**

- a. To create a learning environment in which each pupil is able to acquire detailed knowledge and understanding of Physics.
- b. To provide stimulating teaching of Physics.
- c. To develop teaching resources in Physics, especially with regard to differentiation for pupils of different abilities.
- d. To encourage and support pupils in the development of study skills and self-evaluation.
- e. To manage pupil behaviour and apply appropriate and effective measures in cases of misbehaviour.
- f. To attend department meetings and liaise with other teachers within the department.
- g. To maintain classroom displays and other curriculum materials.
- h. To keep abreast of the latest developments in content and teaching methods, including external examination requirements.



- i. To implement whole school policies.

### **Assessment and communication**

- a. To assess pupil progress, giving appropriate feedback, and maintain records of pupil progress and development.
- b. To prepare and mark internal exams.
- c. To communicate with parents and colleagues regarding pupil progress including school reports and parents' evenings.