

Head of Science Faculty



Responsible to: Deputy Head (Academic)

Salary: Competitive

Hours of work: 1.0 FTE permanent

The Role

The Science Department at St Leonards is a truly inspirational place in which to work. You will join a well-established, collaborative, innovative and highly supportive department that puts the progress of pupils at its centre. You will have the opportunity to teach across the full age range, from Year 7 to Year 13. This is an unparalleled opportunity to join one of the largest and most successful departments at this exciting time in the School's history, as we approach the 150th anniversary of the School's founding.

As the Head of Faculty with a specialism in Biology, Chemistry or Physics, you will be an outstanding teacher who provides visionary leadership and management for the faculty. Reporting to the Deputy Head (Academic) and sitting on the Academic Leadership Team, you will help shape the School's strategic academic direction while maintaining a reduced teaching timetable. You will lead a team of Subject Leaders, fostering a collegiate and reflective culture that focuses on the highest quality of pupil experience. This role is ideal for an ambitious leader who is committed to the values of St Leonards and the International Baccalaureate and aspiring to senior leadership.



The Science Curriculum:

In Years 7, 8 and 9, pupils follow the forward-thinking IB Middle Years Programme (MYP) which encourages pupils to approach scientific inquiry in a supportive and ambitious environment. The Department places a strong emphasis on experiments and practical Science sits at the heart of the programme which provides an excellent grounding for future academic success and intellectual curiosity.

In Years 10 and 11, the majority of pupils work towards the AQA GCSE in Combined Science (Trilogy) with all pupils completing the terminal papers at the end of Year 11. The Science Department achieves some of the School's strongest GCSE results. Last year, 74% of Science grades were 7-9.

Science subjects are popular courses in the IB Diploma Programme (Years 12 and 13), for which all pupils must study at least one science. There are a number of opportunities for academic enrichment including participation in Olympiads and other national competitions as well as collaborative work with the University of St Andrews. A number of pupils will go on to study scientific subjects at top universities in the UK and the rest of the world.

Main areas of responsibility

Strategy:

- To devise and lead the implementation of a clear strategic plan for their faculty, aligned with whole-school objectives, ensuring that their faculty is achieving at the highest level.
- To work with Subject Leaders in devising departmental strategic development plans, monitoring their success and impact and holding Subject Leaders accountable for progress.

Leadership:

- To develop, lead and model a strong collegiate, collaborative and reflective culture, with the highest quality of experience of the pupil at its heart.

- To play an active role in the promotion of learning, teaching and effective performance management with Subject Leaders and other key middle and senior leaders.
- To develop and promote the highest standards of teaching and learning in their faculty and be able to monitor and evaluate our success in this area in line with the School and the IB's vision.
- To be a member of the Academic Leadership Team, setting the School's overall academic strategy.
- To be a visible 'front-of-house' and involved presence for pupils, parents and other key stakeholders.

Management:

- To line manage the faculty teaching staff and any professional support staff within the faculty, regularly meeting them throughout the year to give feedback, conduct performance reviews and support their personal and professional development.
- To implement in a consistent and equitable way the School's people policies relating to attendance, conduct etc. as published on the shared drive
- To line manage a group of Subject Leaders, regularly meeting staff throughout the year to give feedback, conduct performance reviews and support staff in their professional development.
- To conduct lesson observations, work scrutiny and other quality assurance processes to ensure the highest quality of teaching and learning in the faculty.
- To assist the Deputy Head (Academic) with reviews of public exam results.
- To support Early-Career Teachers and Probationers in the department in the first years of their career and offer mentoring and support.
- To oversee the budgeting process for their curriculum area, monitoring faculty budgets for internal and external in-service training and professional development concerning teaching and learning within the department, paying close attention to the requirements of the International Baccalaureate and other regulatory agencies.
- To lead the collation, analysis and implementation of initiatives based on pupil feedback on teaching and learning in their faculty
- To lead on the recruitment of new staff into the faculty.

Curriculum, timetable, data and assessment:

- To work with the Deputy Head (Academic) in identifying staffing needs within the faculty.
- To ensure consistent and coherent application of the values of the learner profile across all areas of the curriculum.
- To oversee the recording and reporting, tracking and monitoring of individual pupils within the faculty and adopting suitable intervention strategies.
- To consistently evaluate the curriculum provision in the group, identifying areas for development and training needs for staff.

- To work with the Timetabler to ensure that staffing allocations are met for the faculty.

Events and publications:

- To lead a range of super-curricula events and activities which promote the faculty to the wider school community.
- To be a key presence at open mornings and other important whole-school events.

Child-protection, safeguarding, pupil welfare, mental health, wellbeing:

- To undertake all relevant Child Protection and Safeguarding training as required
- To ensure a caring and developmental approach to any issues that arise and with the best interests of the child and community in mind.
- To ensure that the complaints policy is followed effectively, carry out appropriate investigations when concerns are raised and ensure that any formal procedure is followed in a fair and equitable manner.

Compliance:

- To ensure compliance, in terms of Getting It Right For Every Child (GIRFEC), child protection and pupil welfare, with the requirements of any inspecting agency, such as HMI, the Care Inspectorate, the IB and other relevant authorities.
- To contribute willingly to the boarding and co-curricular life of the School.
- To adhere to the GTCS Code of Professionalism and Conduct as well as the School's expectations and policies for behaviour and conduct.
- The post-holder is required to adhere to the School's Health and Safety policy to maintain a secure environment for all staff and pupils. Key duties include the consistent completion of attendance registers, the management of risk assessments, and strict adherence to fire regulations and maintenance procedures. Responsibility is also held for promoting safety awareness and ensuring that all regulations are communicated clearly to the wider school community.

This is not intended to be an exhaustive list of responsibilities and duties. It is expected that the post holder will participate in other reasonable activities which may be required to meet the needs of the School or for better fulfilment of the role.

DISCOVER ST LEONARDS

St Leonards has been at the forefront of education since its foundation in 1877. It is a traditional school, yet forward thinking and ever progressive in its outlook, offering a truly inspirational global learning environment for pupils aged 5 to 18.

St Leonards is an HMC and IB World School situated in the heart of the vibrant, historic and cosmopolitan university town of St Andrews, the 'Home of Golf'. The School is fully co-educational with c.550 pupils from Kindergarten to Year 13, over 150 of whom are boarders, with boarding available from age ten. The Junior School accounts for 135 of the pupils of St Leonards, with plans to continue to grow our Junior boarding offering.

With 34 nationalities in the pupil body, it is a school with a truly global outlook. The school's motto is Ad Vitam ('for life'), and the approach to learning of the International Baccalaureate permeates all areas of school life, within and beyond the classroom. The IB ethos is central to all that we do in our school community, to our present day and to our future.

St Leonards offers an exceptional range of enriching academic, sporting, musical and creative opportunities, and was named 'Scotland's Independent School of the Year for Academic Performance' in 2024 and 2026 by the Sunday Times

The average IB Diploma points score in 2025 was 36, with over 85% of all Higher Level (HL) scores graded at 7/6/5 (equivalent to A*/A/B at A level).

The School has recently undergone a multi-million refurbishment programme of the boarding houses; a sector leading golf programme is well established; the record school roll continues to grow; academic achievement is strong; public recognition of St Leonards is incredibly positive; the highest standards of pastoral care are provided by experienced and committed staff, and outstanding teachers are attracted to work in and become part of the inclusive and diverse St Leonards community.

One hour from Edinburgh Airport and approximately a one hour flight from London, our enviable Scottish location is accessible, with beautiful beaches, historic landmarks and rolling countryside on our doorstep.

The town is very much seen as an extension of the School campus and St Leonards' close collaboration with the University of St Andrews, recently voted the top university in the UK for a second year running, is yet another opportunity. It truly is a special place to live and to work, offering an outstanding quality of life in the most scenic of surroundings.

As we move towards our 150th anniversary, the School is at an exciting stage of its development. At St Leonards, we aspire to attract and retain the best staff, who embody the IB Learner Profile attributes and strive to deliver a holistic education that effectively prepares pupils for the future, fostering in them a love of learning that they take with them through life, Ad Vitam.



PERSON SPECIFICATION

Criteria	Essential	Desirable
Education, Training and Qualifications	<ul style="list-style-type: none"> • Educated to degree level in a relevant discipline. • PGCE/PGDE qualification. • Eligible for registration with GTCS. 	<ul style="list-style-type: none"> • GTCS registered. • Evidence of continued professional development.
Experience	<ul style="list-style-type: none"> • Proven experience of teaching at secondary level • Experience of teaching across the full age and ability range of secondary education. • Experience or understanding of pastoral support. • Experience in the use of ICT in a classroom with the ability to impart that knowledge to others. 	<ul style="list-style-type: none"> • Experience of teaching or knowledge of the IB curriculum. • Experience of leading aspects of an academic department. • Experience of using data to track pupil progress • Experience of inquiry or concept-based learning.
Skills	<ul style="list-style-type: none"> • Commitment to pupil learning and raising achievement. • An excellent classroom practitioner. • Ability to create and deliver engaging and effective lessons. • Enthusiasm to inspire in pupils a desire to learn and participate. 	<ul style="list-style-type: none"> • Skills and experience which can contribute to extra-curricular activities. • Experience of Managebac, Openapply or other related databases.

Interpersonal skills	<ul style="list-style-type: none">● Ability to work as part of a team.● Ability to work independently and take responsibility for planning own workload.● Collegial, reflective and collaborative with a growth mindset, willing to share expertise and to learn from others.● Ability to work calmly under pressure and keep to deadlines.● Sensitive to the needs of others and supportive when required.● Professional manner and appearance.	
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All post holders will be required to be accepted for membership of the Disclosure Scotland Protecting Vulnerable Groups (PVG) scheme.



THE APPLICATION PROCESS

St Leonards is committed to creating a diverse and inclusive culture, where all members of the community - colleagues, pupils and families - are seen and valued. This culture ensures that St Leonards delivers an outstanding global education in a multi-cultural living, learning and working environment.

Applications should be made via email to **recruitment@stleonards-fife.org** and should include the completed application form, which can be downloaded from the school website via the link below.

Employment opportunities at St Leonards can be found at:

<https://www.stleonards-fife.org/news-information/employment>

Closing time and date for applications is 12 noon on Monday 27th April. Early applications are encouraged and we reserve the right to appoint before the closing date.

Interviews will be held during the week commencing **4th May or before if appropriate.**

Any questions may be directed to the Deputy Head (Academic):

w.gaisford@stleonards-fife.org in the first instance.

All successful applicants will be required to undertake a Criminal Record check and either hold or be accepted for membership of the Disclosure Scotland Protecting Vulnerable Groups (PVG) scheme.



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