



St. Joseph's Institution International School

POSITION DESCRIPTION

Job Title:	<i>Physics Subject Leader</i>		
Reporting To:	<i>Head of Science</i>		
Direct Reports:	<i>Subject Teachers</i>		
Effective starting from:	<i>August 2025</i>	To:	<i>July 2027</i>

Primary Purpose: The Physics Subject Leader's primary responsibility is to ensure the administrative work of the Physics Department is completed, as well as ensuring the high quality delivery lessons to students in Physics.

Position in Context: The Physics Subject Leader is responsible to the Head of Science for the management of the Department. Head of science in turn reports directly to The Assistant Principal (Teaching and Learning).

Personal Specifications:

- Leadership skills
- Emotional and social intelligence
- Decision making and problem-solving skills
- Excellent communication
- Excellent organisational and time management skills
- Ability to work collaboratively with staff, students, parents, administrative staff and the SLT
- Excellent organisational and time management skills
- Diligence

Major Activities:

1. Assessment and Reporting
2. Course Development
3. Resources and Budgeting
4. Leadership and Management
5. Teaching
6. Managing and Developing Relations within the School
7. Relations with Parents and the Wider Community
8. Other general/administration



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Specific Duties and Responsibilities:

1. Assessment and Reporting

- Ensure that high quality written reports and student targets are produced by all teachers.
- Have clear strategies in place which allow for intervention when groups or individuals do not make expected progress.
- Provide opportunities for all staff to participate in standardisation and moderation exercises that allow for consistency of assessment practices.
- Liaise with the Pupil Profile Leader and the Head of Sixth Form with regard to internally and externally assessed coursework administration and entries for external examinations.

2. Course Development

- Ensure quality, rigour and detail in the short, medium and long-term planning so that staff have clear guidance on how to deliver the subject and course content.
- Liaise with Elementary School staff to ensure curriculum transition between Year 6 and Year 7 is of a high standard.
- Ensure communication to students and parents is conducted as per requirements of the Pupil Profile Leader and/or Head of Sixth Form

3. Resources and Budgeting

- Ensure adequate resources are provided to fulfil requirements of schemes of work.
- Ensure all teaching spaces, offices and storage areas are maintained to a high standard and teaching spaces present a stimulating climate for learning.
- Manage department resources (including tracking).
- Manage department budget.

4. Leadership and Management

- Provide leadership to all teachers in the department. This includes actively engaging in the Performance Development and Management of staff and ensuring staff meet professional standards as outlined in school policy.
- To ensure student data is up to date and fulfils the school's requirements; monitor and use this data to enhance student improvement within the department.
- Liaise with the HS Assistant Principal: Teaching and Learning in regard to allocation of staffing loads.



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- Understand the CPD needs of department members based on your ongoing monitoring and evaluation of teaching and learning and observations and feedback provided by the Head of School, Assistant Principal: Teaching and Learning and the Head of Sixth Form.
- Know the needs of department members and ensure opportunities are provided for staff to fulfil their appraisal targets.

5. Teaching

- Teach allocated classes and participate in CCA's as required.

6. Other general/administration

- Coordinate participation in appropriate external competitions and department specific CCA's.
- Contribute to wider school development and growth and the aesthetic environment around school
- Participate in marketing events.
- Participate in school assemblies and other events.
- Perform duties and cover lessons, as required.
- Other duties as directed by the Head of School.