



BUTE HOUSE

Bute House Preparatory School for Girls

Head of Science

Full time

January 2027





JOB DESCRIPTION

Head of Science

Reporting to: **Senior Deputy Head (Academic)**

Key Responsibilities: In addition to the role of Form Teacher.

Management and Processes

- To create and use the Science subject development plan to ensure continuity and future growth and development in the subject.
- To have oversight of all termly planning, ensuring they are up-to-date, aligned with Medium and Long Term Plans, and stored correctly on the Google Drive.
- To manage the Science budget and ensure resources are fit for purpose and are maintained.
- To provide appropriate support for staff who teach Science across the school, including CPD and training as required.
- To work closely with the Senior Deputy Head (Academic), Curriculum Leads, and all Heads of Department.
- To ensure that all policy documents and regulatory compliance requirements for the Science curriculum are met and that records are scrupulously maintained.
- To attend Academic Leadership Team (ALT) Meetings and to participate and contribute to ALT initiatives and projects.
- To lead Science or cross-curricular meetings and promote collaborative working, including sharing relevant research.
- To select aims annually for a subject review cycle, ensuring alignment with the overall school development plan, and present the findings to SLT.



Curriculum and Teaching

- To lead and be responsible for the consistent implementation and improvement of the Science curriculum, including the creation of Medium and Long Term Plans.
- To ensure that all Science materials and content are accessible to and provide suitable challenge for all pupils, in collaboration with the SENCo and MLL Coordinator as appropriate.
- To monitor and evaluate the delivery and teaching and learning of Science according to the subject review process.
- To ensure that there are appropriate and functional systems in place within the Science department to enable impactful assessment and feedback, and monitor pupil progress.
- To teach the Science curriculum to at least one year group and carry out regular classroom drop-ins throughout the year.
- To promote parental engagement in the work of the Science curriculum and provide opportunities for parents to support their child's learning.
- Any other duties reasonably required by the Senior Leadership Team.

Subject Specific Responsibilities

- Manage science assistant and ensure their proper deployment.
- Keep abreast of current thinking in Science teaching and disseminate these ideas to staff
- Alongside the STEM coordinator, to take a lead on implementing STEM opportunities within the curriculum
- To collaborate with the Wellbeing lead on the delivery of the RSE curriculum.
- To manage the STEM ambassadors alongside other STEM Heads of Department.

All staff are responsible for the safeguarding and well-being of all pupils, adhering strictly to the school's Safeguarding and Child Protection Policy.

Bute House is committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers, and third parties to share this deep commitment.



This post constitutes "regulated activity" and is subject to rigorous pre-employment vetting checks, in line with the statutory guidance Keeping Children Safe in Education (KCSIE) and Independent Schools Inspectorate (ISI) standards.

Person Specification - Head of Science

	ESSENTIAL <i>These are qualities which are required to do this job. No applicant would be considered if they did not have these.</i>	DESIRABLE <i>These are additional qualities, which may be useful when the panel is selecting the final shortlist.</i>	METHOD OF ASSESSMENT
Qualifications	- Degree - Qualified Teacher Status	NPQSL	Certificate
Experience	Experience and knowledge of teaching at KS1 and KS2 following the UK National Curriculum.	Experience of teaching the KS 3 Science curriculum Experience teaching more able pupils	Application form References Interview
Skills	- Ability to create a happy, safe and challenging learning environment for the children. - Developing positive relationships with children - Excellent communication skills		Application form References Interview
Knowledge	- Providing effectively for children's individual needs. - Understanding of pastoral care and safeguarding. - Up to date knowledge of the Science curriculum - Computer literate	Knowledge of latest curriculum developments. Experience of using google classroom	Application form. References Interview
Personal competencies and qualities	- Ability to work as part of a team. - Evidence of commitment to CPD - Flexibility - Empathy - Ability to innovate - Initiative and drive - Enthusiasm - Ability to work closely as part of a team - Alignment to Bute House values and ethos		Application form References Interview



Bute House Values

At Bute House, we value not just what students know, but how they approach learning. We celebrate curiosity, resilience, and a willingness to try new things. We look for students who embrace opportunities, respond positively to guidance, and enjoy growing both academically and personally.

We believe in fostering a love of lifelong learning to prepare our girls for the challenges of an exciting future that we may not yet be able to imagine. Our approach enables all girls to achieve high academic standards, without unnecessary competition and pressure and we are proud of our non-competitive academic ethos. We utilise our generous ratio of staff to pupils, creating small bespoke groups, allowing the girls to move through the curriculum with appropriate pace and challenge.

We believe the best way to support our pupils is with excellent teaching. We prioritise professional development and expect all members of our team to be committed to their own professional growth. Our system of mentoring and coaching is designed to encourage individuals to pursue their own strengths and to take an interest in developing their own professional knowledge of current best practice and sharing this with their colleagues. We offer both a rich and rigorous education, enabling all of our pupils to run their own best race.





Our Community

Valuing Every Background

We warmly welcome children from all educational experiences, including state schools, and recognise the variety of topics, class sizes, and learning opportunities they bring.

Celebrating Our Diversity

We are proud of our vibrant, inclusive community. We are enriched by our diverse school community; we learn from each other with around 80% of pupils speaking an additional language at home; we celebrate our multiculturalism and are inspired by our different ways of learning; every girl, and every member of staff, runs their own best race here at Bute House! Our colleagues are excellent role models for pupils and each other, and we believe living our values with our individual approach to developing every person in our community is what makes our school so special!

Community Spirit

Bute House has developed strong community partnerships with local schools and our neighbours. We are proud that all staff play a part in charitable and partnership activities. school culture

School Culture

At Bute House, our values-driven culture places kindness, respect, and integrity at the heart of everything we do, creating an environment where every individual feels valued and supported.

Staff Benefits

- Collaborative working environment
- Individualised CPD opportunities
- Performance linked pay progression
- Generous employer pension contribution (Teacher Pension Scheme)
- Bike to Work scheme
- Staff wellbeing programme
- Free lunch during term time



Completing the application

Please submit your completed application form to recruitment@butehouse.co.uk. In line with safer recruitment requirements CVs will not be accepted.

If you have any questions or would like to hear more about working at Bute House, please contact Natalie Humphrys, Director of People and Development.

Phone Number: +44 (0) 207 603 7381
Email Address: recruitment@butehouse.co.uk
Website: www.butehouse.co.uk

