



JOB DESCRIPTION

Post Title: **Head of Chemistry**

Salary: **MPS/UPS**

Hours: **Full-Time, Permanent**

Responsible to: **Head of Department**

Main Purpose of Role

- To support the Subject Leader for Science and SLT in meeting whole School priorities and realising the School's shared vision
- To plan and deliver well-prepared, high-quality and engaging lessons to all students taught.
- To ensure that all students make good progress in line with the School's expectations
- To fulfil the duties and expectations of a member of staff at the School
- To use initiative and contribute positively to the science leadership team
- To lead on a curriculum across all key stages (3 - 5)
- To monitor student progress across all key stages and provide timely intervention, ensuring students make good progress in line with the School's expectations
- To communicate timely with others in the science leadership team to enable swift support and action to be taken when necessary
- To act as an appraiser to other member(s) of the science department

Duties as Head of Chemistry

Within the subject:

- Be an example to all in (a) subject knowledge and (b) the highest standards of teaching and professional conduct.
- Delegate as appropriate.
- Establish and maintain a positive and productive work ethos, through encouraging a sense of teamwork and recognising the contribution of all staff.
- Ensure that the relationships and standards of behaviour of staff and pupils fully support pupil learning.
- To follow, participate and implement the school's appraisal policy
- Take the lead in promoting dynamic, innovative, positive and productive work habits such that all staff and pupils work in an atmosphere where they have the best possible chance of realising their potential.
- Ensure that assessment is able to recognise the whole range of abilities and that these fit in with the whole school policy.
- Promote and develop the sharing and implementation of good practice.
- Manage the delegated budget associated with the subject according to the policy and frameworks within the school.
- Ensure adequate health and safety training for members of the chemistry department
- Organise intervention sessions including staffing, resources and liaising with SLT Lead
- Assist the Head of Department with a programme of mentoring for disadvantaged students

Within the school:

- Manage the subject in accordance with the overall strategic aims of the School.
- Provide a strategic view of the development of chemistry and a key stage within science and contribute to the department development plan.

Teaching and Learning

- Manage students' learning in accordance with the chemistry and a key stage within science schemes for learning and whole school policies.
- Be responsible for the quality of teaching and learning within chemistry and a key stage within science.
- Be responsible for the quality of academic results within chemistry and a key stage within science, measured by raw grade and value added results.
- Ensure that students have a long-term cohesive pathway of learning, allowing for progression of all abilities; ensure that each lesson is differentiated for the needs of students.
- Ensure that all levels of planning for learning are in place and promote progress for all students in line with expectations.
- Implement and maintain procedures and practices to monitor and ensure the quality of teaching and learning within the subject, including regular lesson observation and work scrutiny.
- Ensure that student progress is tracked over time and that suitable interventions are in place for all students who require additional support.
- Develop whole school priorities through long, medium and short-term planning for learning, and use these to promote independent learners.
- Inspire a love of the subject in general by acting as a role model and showing enthusiasm for chemistry and a key stage within science.

Monitoring and Assessment

- Ensure that students' work is assessed by all staff, following the guidelines set out by the school.
- Provide feedback on individuals or groups of students as and when required.
- Use the information from regular assessment to impact upon the planning for future learning.
- Provide reports, grades and written commentaries of students as and when required.
- Ensure that all lessons are registered via the school's electronic registration system.

Subject Knowledge and Understanding

- Ensure that an up to date knowledge of subject matters, especially programmes of study, level descriptors and examination specifications is maintained.
- Seek constantly to improve and disseminate the knowledge of pedagogy and therefore the quality of teaching within KS5 chemistry, KS4 and KS3 Science.

Professional Standards and Development

- Conduct one's self as a role model for all members of the school community.
- Provide cover for absent colleagues as defined by the school's 'rarely cover' policy.
- Take an active part in the Health and Safety policy personally and as it applies to all members of the school community.
- Be familiar with and support School policies.
- Establish effective working relationships with all colleagues, ensuring that high standards are maintained in all lessons.
- Seek out professional development opportunities that benefit both self and the wider school community.
- Show willingness to engage in the wider life of the school.
- Be aware of the professional standards as they are laid down and ensure that their practice supports standards relevant to their career profile.
- Support through interactions with students the SEN Code of Practice and consider the needs of all vulnerable groups within the school.
- Organise and minute subject meetings.

Pastoral

- All members of staff at KWS School have a pastoral responsibility; students' well being and achievement must be at the heart of what we do.

Communication

- Liaise with the appropriate person (Head of Dept, Form Tutor, SENDCO etc) if a student's achievement or behaviour becomes a cause for concern. In the latter case following the agreed procedures in the School's Behaviour Policy.
- Respond to requests for information (for example, updates on behaviour or academic progress) about particular students, as necessary.
- Work with Learning Support Assistants and Technicians as necessary to ensure that all students have the best possible opportunity to learn.
- Attend Parents' Consultation Evenings and other meetings set out in the directed time calendar.
- Maintain an accurate register of students in lessons and form tutor times.
- Pass on appropriate information to students from the Student Bulletin and other sources

Tutoring

- Monitor the overall academic progress of each student in the tutor group.
- Ensure that students are aware of and follow the School's Behaviour Policy, Code of Conduct and that students are aware of the behaviour expectations, rewards and sanctions.
- Monitor, regularly, that uniform requirements and standards of students' personal appearance are adhered to, taking appropriate action when necessary.
- Check, regularly, the use of student planners and promote strategies for good personal organisation and homework completion. Receive initial student absence letters and then pass these on to reception via the register.
- Be the first point of contact for parents and teachers for matters relating to members of the tutor group.
- Attend assemblies, escorting and managing the orderly behaviour of students on their way to and during assembly.
- Carry out the duties of a form tutor as laid out in the Staff Handbook.

General Duties

- Take part in the School's appraisal process.
- To ensure that principles of equality are followed at all times in relationships with staff and students.
- To carry out supervisory duties before and after school and at break-time in accordance with the published rota.
- Adhere to all School policies and procedures.
- Work towards meeting the School aims and ambitions as set out in the School Development Plan and Department Development Plan.
- Undertake any reasonable duties related to the job purpose and within the remit of the conditions of service set out in the School teacher's Pay and Conditions document.
- Play an active role in the School's self-evaluation process.
- Work within the School's Health and Safety policy and safeguarding Code of Conduct to help create a safe working environment for staff, students and visitors.
- To ensure that at all times you are aware of and adhere to the Teacher's Professional Standards and that you seek to actively engage with your learning and development as a teacher.

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check will be required for this post.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding, promoting the welfare of children and young people and uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination.

Applicants must declare any criminal convictions and submit to a check with the Disclosing and Barring Service as the post is exempt from the Rehabilitation of Offenders Act 1974.

Person Specification: Head of Chemistry

E Essential D Desirable

Experience:	
Excellent teaching skills	E
Ability to teach science (KS3 to KS4) and chemistry to KS5	E
Ability to use ICT and new technologies to support learning	E
Experience teaching KS5 chemistry previously	D
Experience of teaching science in more than one School	D
Experience running extra-curricular clubs	D
Experience planning and delivering school educational trips	D
Qualifications and Training:	
Degree in related subject	E
PGCE or equivalent	E
Knowledge:	
Up to date knowledge of 11 – 19 curriculum	E
A sound understanding of pedagogical practice in relation to Teaching and Learning in a School setting	E
A good understanding of strategies to raise student attainment	E
Aptitudes:	
Skilled classroom practitioner	E
Highly effective communication skills	E
Ability to form strong working relationships	E
Ability to lead and manage an effective team	E
Capacity and willingness to evaluate own and others performance	E
Willingness to innovate and develop self and others	E
The ability to develop strong relationships with all students	E
Willingness to contribute to the wider life of the School	E
Values:	
The belief that every student can and will achieve their very best	E
Good organisational skills	E
Highly motivated and willing to go beyond the confines of the classroom to "give more" to the students	E
Ability to work to deadlines and manage pressure	E
Record of good attendance and punctuality	E
Safeguarding and welfare of the School community:	
The ability to maintain appropriate relationships with all members of the School community	E
The ability to manage student and colleagues' behaviours in a positive way	E
Be clear on their motivation to work with young people	E
Uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination	E