



Job Description

Post Title:	HEAD OF CHEMISTRY
Grade:	MPS/UPS + TLR 2b
Main Purpose:	The Leadership of Teaching & Learning in Chemistry. To support the Head of Science in organising and delivering Science education to all students, and the professional support of staff to this end.
Responsible to:	Head of Science SLT Link for Science
Relationships with:	Internal: Teaching staff, Senior Leadership Team (SLT), SENCo, support staff, students, and colleagues across the Trust External: Parents/carers, governors, local authority representatives, partner schools, primary schools, and external educational agencies.

MAIN RESPONSIBILITIES

1. Deputising for the Head of Science in his/her absence
2. Specific leadership and management responsibilities will be agreed annually with the Head of Science
3. SLT Line Manager will monitor the areas of responsibility allotted to the Head of Chemistry to ensure comparability with holders of similar posts
4. Advise the Head of Science on appropriate timetable requirements for Chemistry
5. Liaise with the Head of Science over the deployment of staff and the allocation of students to appropriate groups
6. Teaching students of the full range of age and ability
7. Contributing to the development of the Department's curriculum
8. Following school and departmental procedures on assessment, recording and reporting, including communication with parents at consultation evenings
9. Participating in departmental enrichment activities, including field trips
10. Carrying out a share of supervisory duties in accordance with published rotas
11. Setting and marking home learning in accordance with school and departmental policies
12. Participating in meetings with colleagues and/or parents/carers with regard to the above responsibilities

ACCOUNTABILITIES (Examples):

Curriculum

1. To take the lead in organising provision for one of the curriculum areas, or subjects, within the department's remit
2. To develop or revise schemes of work, or part thereof, according to the National Curriculum and based on school policy



3. To ensure that curriculum, resources and practices in the department comply with the school policy on Equal opportunities
4. To ensure that the department's curriculum contributes to the spiritual, social, moral and cultural education of students
5. To ensure that the department's curriculum relates to the world of work, and that students are made aware of the relevance of what they are studying to life after school.

Resources:

1. To be responsible for ensuring that the necessary resources for teaching and learning are provided to staff in the faculty, and to liaise with the LRC Co-ordinator in this respect
2. With the Head of Science, to be responsible for a budgetary submission, monitoring and general resource management of the curriculum area

Assessment Recording & Reporting:

1. To draw up a department Assessment Scheme and to monitor that it is properly observed for the curriculum area lead
2. To ensure that teachers keep accurate records of assessments which comply with school policy, and national curriculum requirements
3. To monitor effective reporting to parents by teachers in the department

Management:

1. To offer constructive, critical appraisal of teaching styles and methods and to promote high teaching standards and quality
2. To mentor ECTs or ITT students in the department when required
3. To monitor some element of the work of the department, and to report findings to the Head of Science, and then act upon them
4. To monitor teaching rooms and their appearance and ensure the highest possible standards of working conditions together with relevant displays of work
5. To support teachers in effective classroom management and the management of student behaviour according to the school's philosophy, policy and expectations
6. To support the Head of Science in maintaining a department handbook based on school policy and practice
7. To ensure that the department makes best use of the opportunities provided in terms of liaison with the wider community
8. To ensure that all the work of the department complies with school policy regarding Health and Safety

Professional Development

1. To encourage the professional development of all colleagues within the curriculum area, particularly new entrants to the profession, new teachers and student teachers
2. To advise the Inset Co-ordinator on the professional development of staff and co-ordinate the INSET programme for your area of the curriculum in line with the Curriculum Area Development Plan and the School Development Plan
3. To assist and advise in the selection of new staff



Development Planning

1. To construct, in consultation with colleagues, the Annual Curriculum Area Development Plan which will reflect whole school priorities as well as department priorities
2. To review progress against the Curriculum Area Development Plan with your line manager, to act on your findings and to report to Governors and the Head of School

TEACHER RESPONSIBILITIES:

1. Maintain thorough and up-to-date subject knowledge, considering wider curriculum developments;
2. Consistently and effectively plan and deliver lessons and sequences of lessons that meet individual learning needs, including those with SEND and high prior attainment, using strategies outlined in IEPs and IBPs;
3. Consistently and effectively use effective teaching and classroom management strategies;
4. Consistently and effectively use prior attainment data to set expectations and monitor progress, providing clear feedback;
5. Analyse performance data to evaluate student progress;
6. Take responsibility for professional development and apply learning to improve practice;
7. Contribute actively to school policies and aspirations;
8. Challenge and support all students to achieve their best;
9. Set and maintain high expectations for behaviour;
10. Model professionalism in conduct, dress, punctuality, and attendance.

GENERAL NOTES

- The aforementioned responsibilities are subject to the general duties and responsibilities contained in the statement of Teachers' Terms and Conditions of Employment and are additional to the general duties and responsibilities of a teacher;
- These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of them should be so construed;
- These accountabilities are not necessarily a comprehensive definition of the post. They will be reviewed at least once per year and may be subject to modification or amendment at any time after consultation with the holder of the post.

Hampton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service Check from the Disclosure and Barring Service (DBS).



Person Specification

POST TITLE:

HEAD OF CHEMISTRY

	<u>Essential</u>	<u>Desirable</u>
<u>Qualifications</u>	• Relevant 'A' levels (or equivalent) and degree in Chemistry, or a related discipline • Qualified Teacher Status • Ability to teach at Key Stage 5	• Good Honours degree (2.1 or better) • Flexibility in subjects offered • Evidence of continued professional development (CPD)
<u>Experience</u>	• Proven track record of successful teaching and raising attainment • Experience leading departmental initiatives or working groups • Experience supporting and developing colleagues • Experience teaching a wide range of abilities and across Key Stages • Use of data to track progress and set improvement targets • Relevant teaching experience or teaching practice	• Currently working in UK state secondary school • Experience in a position of responsibility within a relevant department • Experience of curriculum planning and development • Relevant experience outside education (e.g. business or industry)
<u>Knowledge and understanding</u>	• Strong understanding of effective teaching methodologies • Awareness of current educational developments and initiatives • Knowledge of strategies to support individual student needs, including SEND • Understanding of National Curriculum requirements at relevant Key Stages • Familiarity with assessment, recording, and reporting procedures • Knowledge of statutory responsibilities: Equal Opportunities, Health & Safety, SEN, and Safeguarding	

	• Ability to foster positive relationships within school and with external stakeholders • Understanding of effective teaching and learning styles	
<u>Skills</u>	• Demonstrated excellence in classroom teaching • Ability to use innovative and active teaching methods • Proficient in using ICT for teaching and administration • Strong written and verbal communication skills • Excellent organisational and time management skills • Ability to lead and inspire a team • Ability to analyse and interpret data to inform decision-making • Ability to lead change and drive improvement	• Willingness to lead or support extra-curricular activities • Experience with digital learning platforms
<u>Personal Characteristics</u>	• Approachable and supportive • Committed and enthusiastic • Motivated and able to motivate others • Calm under pressure • Well-organised and reliable • Reflective and open to feedback • Resilient and solution-focused	
<u>Safeguarding Competencies</u>	• Demonstrates understanding of safeguarding procedures and willingness to undertake relevant training • Shows empathy and respect for others' views and circumstances • Seeks and uses professional support appropriately • Demonstrates flexibility in approach • Shows a personal commitment to safeguarding children and young people	



	• Able to maintain appropriate professional boundaries	
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