



NICHOLAS BREAKSPEAR CATHOLIC SCHOOL

JOB DESCRIPTION

APPENDIX 1

Each person is a unique creation of God. All of us are gifted. Every aspect of what we think and do should be based upon the Gospel values of Peace, Justice, Truth and Love.

We are committed to safeguarding and promoting the welfare of children

ROLE: Head of Chemistry, MPS/UPS (dependent on experience) + TLR 2a

Key responsibilities: You are accountable to the Governing Body through the line management structure shown in the Staff Handbook.

Part 1

You are required to support, develop and maintain the Catholic character of the School in accordance with the direction given by the Governors and expressed in the Mission Statement. You are required to support the Headteacher in implementing the Mission Statement and in maintaining the distinctive Catholic nature of the School.

Part 2

You are required to carry out the duties of a school teacher as set out in the current School Teacher Pay and Conditions of Service Document. This requires you to carry out such duties as the Headteacher may reasonably direct from time to time.

Part 3 - Job Purpose

- To lead the teaching of Chemistry in line with the attached responsibilities (Appendix 1)
- To deliver the National Curriculum as outlined in KS3-KS5 activity timetables.
- To participate fully in the extra-curricular life of the school
- To be responsible for leading in the development of schemes of work
- To carry out both Formative and Summative assessment procedures as outlined in the Department Handbook
- To effectively record assessments undertaken using the Department's central record systems
- To complete whole school data collection tasks as directed
- To lead on monitoring and learning ideas during department inset and participate in practical training days focused on sharing good practice where appropriate



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Part 4 - Accountabilities

You report to the Head of Science and the Senior Leadership Team member with responsibility for your Department.

You are required to:

- Undertake all reasonable precautions to safeguard the health and safety of students and staff at all times within the departmental area
- Ensure that all students are treated fairly, consistently and with respect, that opportunities for reinforcing positive self-images are sought, that gender and race discrimination are actively discouraged
- Encourage an environment and ethos which underpins and enhances students; learning and rewards students' achievements
- Take active responsibility for formulating fair and consistent standards of discipline and follow up concerns according to the school's procedures

Part 5 - Key Responsibilities and Duties

- To help in the organisation and supervision of departmental trips, visits and extra-curricular activities where appropriate
- In line with Department policy regularly liaise with parents on matters such as behaviour, participation levels and pupil achievement and anything relevant to the Department. Where necessary provide feedback through department concern and/or praise letters, telephone calls and/or messages through the pupil diary
- Implement the Department's Rewards and Sanctions policy (as outlined in the Department handbook)
- Attend Parent Consultation Evenings

Monitoring

- To keep an accurate and up to date register for all classes taught
- Regularly mark pupils work in line with the School's marking policy. Monitor pupil progress and address under-achievement using Departmental policies
- To contribute to the development of self-evaluation procedures within the department.

Signature of Post holder: Date:

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form.

All members of staff are expected to be flexible and to assist with duties outside their normal area of responsibility from time to time.

The nature of the work demands that discretion and confidentiality are of utmost importance at all times.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary. This job description will be reviewed annually as part of the appraisal process.

Staff Signature..... Date.....

Line Manager..... Date.....

PERSON SPECIFICATION

Attribute	Essential	Evidence
Educational Qualifications	<ul style="list-style-type: none"> • Qualified to Degree Level • Qualified to A-level or equivalent • 	
Experience	<ul style="list-style-type: none"> ▪ Recent demonstrable evidence of effective teaching or teaching practice 	A
Attribute	Essential/Desirable	Evidence
Educational Qualifications	<ul style="list-style-type: none"> ▪ QTS ▪ First Degree or equivalent 	A A
Skills/Knowledge/Aptitudes	<ul style="list-style-type: none"> ▪ Excellent classroom practitioner ▪ Commitment to the school's Values and Ethos ▪ Ability to enthuse and motivate students and staff ▪ Commitment to school improvement through self-evaluation ▪ Accurate and productive use of assessment ▪ Good subject and curriculum knowledge ▪ Promotion of good progress and outcomes by students ▪ Ability to communicate effectively at all levels both orally and in writing ▪ Ability to operate effectively as part of a team ▪ Excellent IT skills ▪ Ability to work in a way that promotes the safety and wellbeing of young children. 	R A/R A/R A/I A/I A/I A/I A/I A/R A A/R/I
Personal Qualities	<ul style="list-style-type: none"> ▪ Integrity ▪ Excellent interpersonal skills ▪ Commitment, enthusiasm and energy ▪ Commitment to equal opportunities and the inclusion of all ▪ Interested in personal and professional development ▪ Hardworking and willingness to get involved in the whole school life ▪ Ability to be flexible and work effectively under pressure ▪ A good sense of humour and perspective ▪ A willingness to give generously of personal time to support school events and activities 	R I/R I A/I I A/I R/I R/I A/I

Evidence:

A = Application

R = Reference

I =

Interview

Heads of Subjects will ensure that in their areas of control:

- They actively ensure that all safeguarding policies and procedures are implemented
- They actively lead the implementation of the Health and Safety Policy
- The completion of written risk assessments of teaching practices and activities including equipment and substances; that any general advice on safety matters given by the DfE, Local Authority and other relevant bodies in relation to the school are implemented, that this is then translated into written safe methods of working practice
- Safe methods of work are implemented
- Inform pupils, staff and visitors as to their own personal safety and makes sure they are aware of the health and safety procedures in place
- Risk assessments are regularly reviewed
- Accidents, ill health and 'near miss' incidents at work are recorded, investigated and re-reported to the Head Teacher.
- They communicate and consult with staff on health and safety issues
- They encourage staff to report hazards and raise health and safety concerns
- Safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- Issues raised by anyone concerning safeguarding or health & safety are thoroughly investigated and, when necessary, further effective controls implemented
- Equipment is maintained in a safe condition
- Statutory examinations are planned, completed and recorded
- Personal protective equipment is provided and worn by staff and pupils, and that staff and pupils are instructed in its use
- Any safety issues that cannot be dealt with are referred to the Site Manager for action
- Hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- Agreed safety standards are maintained, particularly those relating to housekeeping
- All relevant safety documents including DfE Guides, etc. are maintained and made available to all employees
- Health and safety rules are followed by staff and pupils
- They perform regular health and safety inspections within their department as required by the Head of Department