OUR VALUES

We enrich through a broad and varied curriculum

Job Description

Job Title:	Head of Chemistry
Line Manager:	Director of STEM/Deputy Head (Academic)
Department:	Teaching
Job Summary	

The Head of Chemistry takes ownership of the vision for the Department, in consultation with the Heads of Physics and Biology. The postholder is responsible for managing the smooth and safe running of the department, identifying opportunities to enhance curriculum provision, and ensuring that the best teaching practice leads to the best outcomes for each girl.

The extra-curricular activities in Chemistry are amongst the most popular in the school and the postholder will contribute to and further develop this important area.

Main Responsibilities

Department Leadership and Management

- To be an excellent and reflective practitioner and role model in the teaching of Chemistry across all key stages.
- To stay informed of, and implement accordingly, all changes to policy and curriculum pertaining to the subject.
- To lead members of the department, observe and provide helpful and constructive feedback and give guidance where necessary and encouraging their ongoing training and development.
- To manage the Departmental budget effectively and to ensure that the Department is appropriately resourced.
- To produce, maintain and regularly update the department handbook, schemes of work, programmes of study, curriculum maps, assessment grids and any other documentation relevant to the role.
- To prepare a detailed analysis of each year's public examination and value-added results.
- To ensure, in timely fashion, perhaps by delegation, the preparation, marking and moderation of all internal examination and assessment papers.
- To conduct the appraisal of members of the department according to the school's appraisal policy and cycle.
- To liaise with the SENCo, ensuring that the needs of all pupils are met
- To communicate with parents and other schools as necessary in relation to the role.

Reporting and Feedback

- To assess, record and report on the development, progress, and attainment of pupils.
- To monitor and review the progress of all pupils in the department and keep appropriate and efficient records.

- To identify students who need additional support and arrange strategies and interventions to support their progress academically.
- To prepare honest and supportive written reports and interim grades according to the school's reporting schedule.
- To prepare for and attend parent meetings and other such meetings organised from time to time to promote good relationships and strong reporting lines between the school and the parents.
- To produce, mark and record assessment papers according to the departmental schedule of assessment.

Professional Development

- To attend and engage with regular INSET organised for staff.
- To participate in the school's appraisal system for staff.
- To contribute actively to in-school training opportunities, peer-observations and other initiatives that promote best practice in teaching and learning.

Extra-curricular

- To promote Chemistry in an extra-curricular context across the school, ensuring all members of the department play an active role in extra-curricular events and activities.
- To arrange lectures and mentoring to students throughout the year particularly those considering medicine, dentistry, or research at higher level.
- Offering a programme of enrichment for aspirant medics
- To continue to develop Chemistry competitions across the school.
- Collaborate with the Assistant Head: Co-Curricular to lead and plan school trips, including residentials in the UK and further afield, ensuring adherence to the school's Educational Visits policy.
- To regularly review and improve the enrichment provision for Chemistry.

Safety

In association with the Chemistry Technician:

- Ensure that all activities are fully risk assessed and compliant with CLEAPPS guidance
- Ensure that all teachers are aware of their responsibilities in terms of lab safety.
- Oversee the Chemical store and prep room, ensuring that materials are stored and kept in compliance with CLEAPPS guidance

Other Duties

General

- To work with Admissions and Marketing; to attend Open days and other such events that are organised to promote the school
- To take a full part in the rota of staff duties.
- To attend meetings (Departmental, staff, parent meetings etc.)
- To promote the Ethos of Tormead.

Form Tutor and Pastoral Responsibilities

All full-time staff must be willing to be a Form Tutor and to have responsibility for the academic and pastoral welfare of the children in one of the forms.

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.

Teaching Timetable

Ŀυ	Ш	l-tı	me	۷

Person Specification	Essential	Desirable
Education / Qualifications / Training		
Qualified Teacher Status	Υ	
 Teaching Degree or equivalent (BA, BEd, PGCE etc) 	Υ	
 Evidence of commitment to professional development 	Y	
 Strong ICT skills, particularly Microsoft Excel and Word 	Y	
 An up-to-date and good working knowledge of GCSE and A Level syllabuses 	Y	
 Evidence of further professional study/CPD 		Υ
Experience of integrating technology with learning		Υ
Experience of leading a subject area		Υ
Experience		
Works effectively in a team	Υ	
 An outstanding teacher of Chemistry at KS3, KS4 & KS5 	Υ	
 Experience of teaching all content of A Level Chemistry 	Υ	
 Effective management of colleagues 	Υ	
 Experience of curriculum development in Chemistry 	Υ	
• Experience in the use of data to focus and target pupil progress.	Υ	
Excellent classroom management and high standards of	Y	
 classroom organisation. The ability to use assessment effectively to inform learning and teaching. Ability and experience of developing an inclusive 	Υ	
classroom with high standards of achievement for all learners.	Υ	
 Experience of working with and engaging parents and carers 	Y	
 Commitment to inspire curiosity, thinking skills and 	'	
independence	Υ	
 Seeks innovative approaches to learning and teaching. 	'	

 Strong passion for the subject and excellent subject knowledge 	Υ
 The ability to motivate and inspire and to build warm and 	Υ
effective professional relationships with staff, pupils and parents	
 Strong interpersonal and communication skills. 	Υ
 An ability to deliver engaging and inclusive lessons that support, 	Υ
stretch and challenge pupils of all backgrounds, abilities, needs	
and dispositions.	
 An ability to present information clearly, adapting style to suit 	Y
individual situation and needs.	
An ability to inspire confidence in the pupils so that they may ask	Y
questions and articulate their own understanding.	
The ability to plan and implement change	Y
Excellent numeracy and literacy skills.	Y
 An ability to analyse data and to report on the outcomes clearly. 	Υ
Able to contribute significantly to the wider life.	Y
The ability to prioritise effectively.	Y
Competence in the use of ICT to support teaching and learning	Y
and as a data tool.	
 Excellent time management and organisational skills with a high 	Y
level of efficiency, planning and foresight.	
 The capacity to work accurately under pressure with attention to 	Υ
detail and adapt to unfamiliar situations.	Y
 A commitment to high expectations and the raising of student attainment 	
 An ability to innovate and create new approaches to teaching and 	Y
learning.	
 Willingness to develop activities supporting the co-curricular life 	Y
of the school and the subject	
of the school and the subject	V
Personal Attributes	Y
 Excellent interpersonal skills, empathetic, caring, kind & 	Υ
compassionate.	Y
Reliability and integrity.	Y
Energy and enthusiasm.Creative and an 'ideas person'	Y
 A sense of humility and a desire to work with others. 	Y
A willingness to go the extra-mile.	Y
An ability to create a positive, inclusive, and inspiring learning	T .
environment.	Υ
 Enthusiasm and willingness to contribute to, and participate in, 	
the wider life of the school.	

Safeguarding

 To promote and safeguard the welfare of children and young persons for whom the Head of Chemistry is responsible, or with whom he/she encounters, and to adhere to and ensure compliance with Tormead's Safeguarding Policy at all times.

- Be aware of, and comply with, all the school's policies, and especially the Safeguarding,
 Whistleblowing, Behaviour, Anti-bullying, Health and Safety, Staff Code of Conduct and Pupil Equality and Diversity policies.
- To establish a positive, supportive, and secure culture which promotes in all pupils a sense of being valued, listened to, and respected.
- To equip the pupils with the skills they need to stay safe from abuse and radicalisation.

If, during carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, any concerns must be reported to the school's Designated Safeguarding Lead (DSL) in accordance with Tormead's policies and procedures.