

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	
<p>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.</p> <p>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.</p>	
Main Responsibilities	
Department Leadership and Management	
<ul style="list-style-type: none">• 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	
<ul style="list-style-type: none">• 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

Full-time

Person Specification

Essential

Desirable

Education / Qualifications / Training

• Qualified Teacher Status	Y	
• Teaching Degree or equivalent (BA, BEd, PGCE etc)	Y	
• 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		Y
• Experience of integrating technology with learning		Y
• Experience of leading a subject area		Y

Experience

• Works effectively in a team	Y	
• An outstanding teacher of Chemistry at KS3, KS4 & KS5	Y	
• Experience of teaching all content of A Level Chemistry	Y	
• Effective management of colleagues	Y	
• Experience of curriculum development in Chemistry	Y	
• Experience in the use of data to focus and target pupil progress.	Y	
• Excellent classroom management and high standards of classroom organisation.	Y	
• The ability to use assessment effectively to inform learning and teaching. Ability and experience of developing an inclusive classroom with high standards of achievement for all learners.	Y	
• Experience of working with and engaging parents and carers	Y	
• Commitment to inspire curiosity, thinking skills and independence	Y	
• Seeks innovative approaches to learning and teaching.	Y	

Skills / Characteristics

- 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.