



RICKMANSWORTH SCHOOL

JOB DESCRIPTION

Post Title:	Head of Chemistry
Salary:	MPS/UPS incl.Fringe + TLR2c
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 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

Duties as Head of Chemistry

Within the subject:

Provide leadership for staff, students and parents

- 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 students fully support student 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 students 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 including keeping up to date with developments in pedagogy and chemistry teaching
- 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
- Make use of assessment data to create and deliver an intervention programme for exam 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, support the curriculum development at KS3 and contribute to the Science development plan

Teaching and Learning

- Manage students' learning in accordance with the chemistry and KS3 Science schemes for learning and whole school policies
- Be responsible for the quality of teaching and learning within chemistry
- Be responsible for the quality of academic results within chemistry, measured by raw grade and value added results
- Ensure that students have a long-term cohesive pathway of learning, which includes the chemistry curriculum at KS3, KS4 and KS5 allowing for progression of all abilities; ensure that curriculum planning supports adaptations for the needs of all 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 quality assurance procedures and practices to monitor and ensure the quality of teaching and learning within the subject
- Ensure that students 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

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 chemistry

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 and across the School community
- 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 Rickmansworth 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 (Subject Leader, Form Tutor, Director of Learning, 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 home learning completion. Receive and 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 outlined 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 Schoolteacher'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 allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

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 Department: Chemistry

E Essential

D Desirable

A Application process

I Interview process

Experience:	Essential / Desirable	Assessed via?
Excellent teaching skills	E	A/I
Ability to teach science (KS3 to KS4) and chemistry to KS5	E	A/I
Ability to use ICT and new technologies to support learning	D	I
Experience of teaching science in more than one School	D	A
Experience of leading on improvements within a subject area or successfully leading/managing a whole-school initiative	E	A/I
Qualifications and Training:		
Degree in related subject	E	A
PGCE or equivalent	E	A
Knowledge:		
Up to date knowledge of 11 - 19 curriculum	E	A/I
A sound understanding of pedagogical practice in relation to Teaching and Learning in a School setting	E	I
A good understanding of strategies to raise student attainment	E	I
Aptitudes:		
Skilled classroom practitioner	E	I
Highly effective communication skills	E	A/I
Ability to form strong working relationships	E	I
Ability to lead and manage an effective team	E	I
Capacity and willingness to evaluate own and others performance	D	I
Willingness to innovate and develop self and others	E	I
The ability to develop strong relationships with all students	E	A/I
Willingness to contribute to the wider life of the School	E	I
Values:		
The belief that every student can and will achieve their very best	E	A/I
Good organisational skills	E	A/I
Highly motivated and willing to go beyond the confines of the classroom to "give more" to the students	E	I
Ability to work to deadlines and manage pressure	E	A/I
Record of good attendance and punctuality	E	A
The belief that every student can and will achieve their very best	E	A/I
Good organisational skills	E	A/I
Safeguarding and welfare of the School community:		

The ability to maintain appropriate relationships with all members of the School community	E	A/I
The ability to manage student and colleagues behaviours in a positive way	E	A/I
Be clear on their motivation to work with young people	E	I
Uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination	E	A/I