

**Subject Leader : Chemistry**

**The Science Faculty**

The sciences at Stonar are successful and popular subjects. All pupils study three sciences (biology, chemistry and physics) and work towards either the AQA GCSEs in the three sciences or the AQA GCSE in Combined Science Trilogy. Pupils are set by ability from Year 8 and start their GCSE studies in Year 9. Pupils are taught in groups of not more than 20 students with 12-15 being a more typical class size. AS and A2 levels are offered in all three subjects and staff run extra-curricular science activities as part of our extensive after-school programme. Public exam results for the sciences show good value added, especially at GCSE, and A level biology is one of the most popular Sixth Form options. Pupils throughout the school are encouraged to take part in science projects and competitions.

Science is taught in six well equipped labs including two chemistry labs both with data projectors. Data logging equipment and iPADs are available for class use and the department is well supported by our technician.

The department is staffed by three full time subject leaders and four additional specialist teachers, two of whom are members of the senior management. The Head of Science is the line manager for the subject leaders.

**Subject Leader: Senior School**

**Main Tasks**

**Purpose of Job**

Leads the subject through effective planning, teaching, communication, management of resources and organisation of the curriculum by:

* Ensuring that the subject meets the curriculum requirements both for the school and the examining board by entering pupils for public examinations, submitting appropriate coursework and ensuring pupils are suitably prepared within the specified deadlines.
* Keeping abreast of developments in the subject and encouraging worthwhile innovation.
* Overseeing the organisation of pupils’ work within the subject ensuring that work is marked to specified standards, appropriate records are kept and tutors are kept informed of progress and any other issues within the specified deadlines.
* Contributing and participating positively in discussions on departmental and school plans, objectives and budgets.
* Promoting the effective use of information technology and other resources within the department.
* Analysing the results of public examinations for the Head of Science and contributing ideas for improvements.
* Overseeing the organisation of cultural visits and exchanges here and abroad (if appropriate).
* Producing and updating the subject schemes of work (as required)
* Using value added data as a means of improving provision within the department.

**Job Skills Required**

* *Demonstrates leadership and personal responsibility* by motivating, raising awareness, showing drive and determination, organising work with little or no supervision, fostering team-building and getting commitment, being adaptable and showing good judgement.
* *Works effectively with other people* by allocating and delegating work fairly and according to people’s strengths and weaknesses; treating people equally and sensitively, developing good working relationships, sharing knowledge and information, supporting and encouraging, being a good team member, appraising people fairly and managing conflict where it arises.
* *Gets the job done* by delivering what is required on time and to the appropriate quality by forecasting and producing plans, monitoring progress against plans and reviewing performance, gathering and analysing information, creating solutions and managing change.
* *Manages resources effectively* such as time, people, equipment, IT, information knowledge, money and accommodation.
* *Communicates clearly* by getting across the message effectively, listening carefully and responding to feedback, representing the department and school professionally, persuading and influencing, interviewing fairly and negotiating to achieve the best outcome.

**Senior School Teacher**

**Main Tasks and Job Skills**

Job Title: Teacher in the Senior School

Responsible to: Teachers are responsible to the Head through the Head of their part of the School. On a day-to-day basis they are directly responsible to the relevant Head of Department

1. Plans, prepares and teaches effective lessons meeting the educational needs of all the pupils by:

* Following the requirements of the School curriculum;
* Making full use of all the teaching resources available including information technology;
* Setting and marking pupils’ work including coursework and exams within the specified deadlines;
* Report, through periodic progress assessments and reports, on pupils’ progress, attainments and efforts in accordance with school policy;
* Supporting and preparing pupils thoroughly for public examinations;
* Reviewing the results of internal and external examinations and making appropriate changes to improve individual and overall results.

1. Maintains accurate records of pupils’ progress for external and internal use by writing assessments, reports and testimonials in a fair, consistent and timely manner.
2. Communicates effectively with pupils, parents and colleagues by responding promptly to letters and queries and by attending relevant meetings, parents evening and other events.
3. Supports colleagues and the Head of Department by covering absences, developing new courses and teaching methods, offering ideas, sharing experience and assisting with general administrative or other reasonable tasks.
4. Assists in maintaining the discipline, neat appearance, good behaviour, health and well-being of pupils on and off school premises by implementing school policies.
5. Participate in the delivery of the school’s pastoral and academic tutorial system.
6. To be a form tutor and perform house tutor duties – separate job descriptions exist.
7. Supports and implements fully School policies by:
   * attending relevant training and development programmes
   * undertaking boarding duties (as agreed with the Head) and extra-curricular programmes
   * supporting the marketing programme
   * representing the school in a professional manner.
8. Supporting events outside normal school hours, e.g. ISODE, concerts, open mornings, etc.
9. Carry out relevant duties according to the duty rota
10. Participate in the School’s appraisal programme.
11. Undertake such tasks, within the Department, that the Head of Department might reasonably request

**Skills required**

* + Is determined to complete a task or action and get the job done on time and to the appropriate quality;
  + Communicates clearly orally and in writing according to the needs of different people and their differing requirements (pupils, parents, colleagues, members of the public);
  + Shows good judgment in a range of situations;
  + Gathers, analyses and evaluates information to achieve the best outcome;
  + Develops good working relationships with other people (pupils, parents, colleagues), listens carefully and responds to feedback sensitively;
  + Is a good team member, willing to participate, share and raise awareness on issues and promotes equal opportunity;
  + Manages own time and information in an effective manner and makes best use of resources available;
  + Is adaptable, flexible and resourceful and able to respond to, and manage, change;
  + Represents the department and school in a professional manner.

*The duties and responsibilities shown above are not intended to be exhaustive and teachers will be expected to be flexible and to take on new responsibilities as necessary to meet the changing needs of the school.*