



Head of Chemistry at Magna Academy (TLR 2b £4749, salary negotiable, with the opportunity to become a Lead Practitioner/Specialist Leader of Education, paid on the Leadership scale)

Job Description

The Head of Chemistry at Magna Academy shall carry out the professional duties as described in the School Teachers Pay and Conditions document.

The Head of Chemistry is directly accountable to their Director of Science line manager, for ensuring the educational success of Chemistry within the Science Department, within the overall framework of the Aspirations Academies strategic plan as well as the individual Magna Academy Poole strategic plan. The Head of Chemistry is responsible for leading the effective day to day operation of Chemistry within the Science Department, whilst fully supporting the Director of Science to ensure an effective educational provision.

The Head of Chemistry will be fully supported by their Director of Science line manager, in every aspect of the management and organisation of the subject. The Head of Chemistry should support the Director of Science to create a culture of constant improvement and be an inspirational leader, committed to the highest achievement for all in every area of the Academy's work.

Main aspects of the role:

- Carry forward the Aspirations Academies Trust vision;
- Drive the continuous and consistent Aspirations Academies Trust-wide focus on raising achievement and improving student outcomes;
- Ensure the Aspirations framework is embodied in every aspect of the Academy;
- Focus primarily on the development of the Chemistry curriculum, teaching and learning – aiming to ensure that it is of the highest quality at all times

Purpose

- To raise standards of student attainment and achievement within the Chemistry curriculum area and support student progress.
- To be accountable for student progress and development within the curriculum area.
- To develop and enhance the teaching practice of others.

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- To implement and deliver an appropriately broad, balanced, relevant, highly challenging Chemistry curriculum for students.
- To be accountable for leading, managing and developing the Chemistry curriculum area.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the curriculum area.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To share and support the Academy's responsibility to provide and monitor opportunities for personal and academic growth.

Responsible for:

Teaching staff, support staff and students within the subject area.

Operational and Strategic duties

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area.
- The day-to-day management, control and operation of the course provision within the curriculum area, including effective employment of staff and physical resources.
- To actively monitor and follow up student progress.
- Arranging details for internal and external examinations.
- To write the subject area's Improvement Plan and lead on its implementation.
- To attend all appropriate meetings.
- To lead and manage the business planning function of the curriculum area, and to ensure that the planning activities of the curriculum area reflect the needs of students within the curriculum area, the Academy Improvement Plan and the aims of the Academy.
- To ensure that the work in the curriculum area fully reflects the distinctive philosophy of the of the Aspirations Academies Trust.
- To ensure that Health and Safety policies and practices, including risk assessments, throughout the curriculum area are in-line with national requirements and are updated where necessary, therefore liaising with the Academy's Health and Safety Manager.

Curriculum Duties

- To liaise with the Director of Science to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the vision of the Academy.
- To be accountable for the development and delivery of the subjects in the curriculum area.
- To lead curriculum development for the whole curriculum area.

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- To keep up-to-date with national developments in the curriculum area, teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Director of Science to maintain accreditation with the relevant examination and validating bodies.

Staff Development Responsibilities

- To work with the Director of Science to ensure that the staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the curriculum area's technicians/support staff.
- To undertake Performance Management Review(s) and to act as a reviewer for a group of staff within the curriculum area.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with Academy procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the Academy's Initial Teacher Training Programme.
- To be responsible for the day-to-day management of staff within the curriculum area and act as a positive role model.

High Standards Maintenance

- To ensure the effective operation of review and monitoring systems.
- To ensure the process of the setting of targets within the curriculum area and to work towards their achievement.
- To establish common standards of practice with the curriculum area and develop the effectiveness of teaching in all the strands within the subject area.
- To contribute to the Academy's procedures for lesson observation.
- To seek/implement modification and improvement where required.

Management Information Responsibilities

- To ensure the maintenance of accurate and up-to-date information concerning the curriculum area on the management information system.
- To make use of analysis and evaluate performance data provided.

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- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the curriculum area.
- To produce reports on examination performance, including the use of value-added data.
- To manage the curriculum area's collection of data.
- To provide the Local Governing Body with relevant information relating to the curriculum area's performance and development.

Managing Effective Communications

- To ensure that all members of the curriculum area are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, Industry Exam Boards, Awarding Bodies and other relevant external bodies.
- To represent the curriculum area's views and interests.
- To contribute to the development of effective subject links with external agencies.

Resource Management

- To manage the available resources of space, staff, money and equipment effectively and efficiently in order to maximise the educational provision for students.
- To work with the Director of Science in order to ensure that the curriculum area's teaching commitments are effectively and efficiently time-tabled and roomed.

Student Support Duties

- To monitor and support the overall progress and development of students within the curriculum area.
- To contribute to and implement the Academy policy on rewards and support and taking responsibility for student behaviour.
- To ensure that the Behaviour Management System is implemented in the curriculum area so that effective learning can take place.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside of the Academy concerned with the welfare of individual students, after consultation with the appropriate staff.

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Teaching Duties

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To plan and prepare course and lessons.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods that will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the Academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, the subject area and Academy procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

Other Duties

- To continue personal development as agreed at appraisal.
- To engage actively in the performance review process.
- To address the appraisal targets set by the line manager each Autumn Term.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support the Academy in meeting its legal requirements for worship.
- To promote actively the Academy's corporate policies.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code.

General

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Conditions of Service

Governed by the National Agreement on Teachers Pay and Conditions, supplemented by local conditions as agreed by the AAT.

Special Conditions of Service

Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

As this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate the nature of such conviction/s.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the academy's Equal Opportunities Policies.

This job description will be reviewed at regular intervals and is subject to change as the needs of the academy evolve.