

**PART FOUR : ADDITIONAL RESPONSIBILITIES****Name:****Title/Role (for these responsibilities):** i/c Chemistry**Reporting to:** Head of Department**Staff responsible for:** tbc**Date responsibilities commenced:** September 2018**TLR payment level:** TLR 2.1

As a TLR holder, the post holder is required to promote effectively the aims and policies of the school amongst staff, students and the wider community and contribute to the effective management of school systems, to maintain standards, raise achievement and ensure the welfare of students and staff.

**General Responsibilities****a) Learning, Teaching and the Curriculum**

- Accountability for the quality of teaching and learning of the subject area.
- Oversight of curriculum provision for all students at relevant key stages in line with national curriculum and examining body requirements; including schemes of work, differentiation, assessment, and enrichment opportunities.
- Monitor and raise the quality of learning and teaching of the subject area at key stages 4 and 5, to ensure the full range of student needs are met.

**b) Standards and achievement**

- Monitor and review standards & achievement in the subject area throughout key stage 4 and 5.
- Monitor, in conjunction with the Head of Department, the assessment and marking of students' work and progress in line with whole school and departmental policy.
- Student rewards and sanctions.
- Contribute to the school detention system.

**c) Staff**

- Contribute to the recruitment and induction of new staff and the performance management, staff development and support of all colleagues.
- Line manage allocated members of the Department and carry out performance management reviews.
- Delegation of staff roles and responsibilities as appropriate.
- Managing staff absence and cover arrangements including setting cover work as and when necessary for absent colleagues
- Support staff teaching the subject area across all key stages by identifying training requirements, disseminating relevant information and documentation as appropriate.
- Devising and implementing systems for the dissemination of best practice including running training activities as appropriate.
- Promoting a team ethos of working within the department.

**d) Operational/Strategic**

- Leading relevant subject key stage self evaluation, review and improvement planning.
- Monitoring the health, safety and well being of staff and students as appropriate.

- Monitoring the implementation of whole school priorities, policies and practices.
- Monitoring subject reporting procedures.
- Oversee effective subject use of ICT and the school website/intranet/VLE.
- Liaise with colleagues as appropriate to ensure the effective operation of the subject.
- Contribute to the department improvement plan and the department handbook on aspects of the subject area and to review regularly.
- Assist in setting agenda for items at Department meetings.
- Attend appropriate meetings as indicated on the school calendar.
- Co-ordinating subject/departmental contributions to school events, e.g. Open evening, Parents Information evenings in liaison with Head of Department.

**e) Finance & Resources**

- Manage resources, purchasing and value for money.
- Advise the Head of Department on resourcing needs arising within the subject area.

**f) Specific responsibilities (to be reviewed annually)**

- Accountability for the quality of teaching and learning of Chemistry throughout key stages 4 & 5 (including GCSE Chemistry and GCSE Combined Science in conjunction with the 2nd in Science).
- Assist in the management of transfer activities within the Department between key stage 3 to 4 and 4 to 5.
- Co-ordinate the Chemistry assessment at key stages 4 and 5, working closely with the teachers in charge of Biology and Second in Science (e.g. end of unit examinations, mock exams, coursework, examination entries).
- Identify and share within the subject current best practice in teaching and the resources that are available.
- Provide specialist subject knowledge and pedagogy to non-specialist science teachers teaching Chemistry and all key stages.
- Improve the performance of under-achieving students throughout Chemistry at key stages 4 and 5 by identifying individuals, selecting a strategy and implementing the strategy, to raise achievement.
- Co-ordinate Chemistry support sessions for students underachieving in key stage 4 & 5, and provide targeted intervention strategies.
- Help with identifying hazards or Health & Safety issues that are incorporated into schemes of learning and are understood by all members of staff.
- Ensure teaching colleagues are maintaining and updating assessment data on a centralised system for all students throughout chemistry at key stages 4 and 5.
- Promoting key stage 4 and 5 courses and advising students on the most suitable pathway.
- Being familiar with national requirements and good practice, including the National Curriculum at key stages 3, 4 and 5 and Ofsted documents relating to all key stages.
- Undertake any reasonable task at the direction of the Head Teacher and at the delegated direction of the Head of Department.

Additional responsibilities will be negotiated with the successful candidate.