



JOB DESCRIPTION

Colmers School & Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

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| Job title: | Head of Department - Chemistry |
| Department: | Science |
| Accountable to: | SLT Link |
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Job Purpose

- To be an outstanding classroom practitioner who identifies, models and shares best practice so that the highly motivated subject team raises standards by maximising outcomes for all pupils and students.
- Required by the School Teachers' Pay and Conditions Document to carry out the professional duties of a teacher under the reasonable direction of the Headteacher of the school, and to report for the purposes of day to day management to an assigned member of the Senior Leadership Team.
- To assist the Headteacher in the leadership and management of teaching and learning in the School, to achieve the outcomes required by Government regulations and the School Improvement Plan (SIP) adopted by the Governing Body.
- To distil the aims, objectives and strategic plans of the school to ensure they are met within the context of the subject.

Work Performed

Part A: Generic Responsibilities of Post Holder in common with other Heads of Department

General

- To formulate a vision for your subject area.
- To formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the school, as defined by the School Improvement Plan and the V2020 Mission Statement.
- To lead, manage and develop your subject area and make an impact on the educational progress of pupils beyond your assigned classes.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in your department, in accordance with the aims of the School and the curricular policies determined by the Governing Body and Headteacher of the school.
- To ensure that the development of your subject is in line with national developments, maintaining an awareness of current educational research and pedagogy, particularly in respect of your subject.

- To lead the identification of appropriate specifications leading to the development of schemes of learning, marking policies, assessments and teaching & learning strategies within the department.
- To promote teamwork, motivate staff and ensure effective working relations.
- To rigorously apply the school's performance management processes with a significant number of people within the department
- To promote the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- To arrange and lead departmental meetings. To ensure that agendas are arranged in advance and that all minutes are taken in accordance with the School's expectations.
- To effectively manage the department budgets.
- To ensure resources are appropriate and well organised
- To ensure learning environments support learning

Monitoring & Evaluation:

- To lead the effective use of Quality Assurance systems(including information from the analysis of internal and external assessments, moderation, performance management, lesson observations, learning walks and work scrutinies) to rigorously develop an accurate view of the strengths and weaknesses of the department
- To proactively collate and analyse information in relation to the department in order to maintain a current Green Book record and a department improvement plan focussed on improvement and change.
- To work with your Leadership Link to champion your subject
- To raise standards of student attainment and achievement within the whole curriculum area and to support student progress.
- To actively monitor student progress including behaviours and attitudes to learning.
- To support the whole school policy of setting of targets within the department and to work towards their achievement.
- To make use of analysis and evaluate performance data provided
- 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 ensure that Wave 1 interventions are timely and effective and where this is not happening to lead, implement and monitor timely Wave 2 interventions.
- To ensure administration of assessment data is provided in a timely fashion and is robust

Pastoral:

- To act as a Form tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To contribute to PSHE, citizenship and work related learning according to school policy.
- To support and promote the development of literacy, numeracy, ICT and other cross-curricular themes.
- To ensure the School's Behaviour for Learning policy is implemented in the department, so that effective learning can take place.
- To ensure that school reward systems and sanctions are implemented in the department.
- Responsible for the management, direction and supervision as appropriate of designated employees and other people as specified by the Headteacher e.g. Teaching Assistants and Associate Staff.

Part B: Specific Responsibilities of Post Holder

Curriculum:

- Responsibility for developing and maintaining a Chemistry curriculum in Middle & Upper School
- Development of schemes of learning in Chemistry

Exams and Reporting:

- Entry of students for public examinations

- Organisation of internal exams for Chemistry.
- Checking accuracy of teacher assessment across all groups.

Monitoring Pupil Performance:

- Analysis of targets across all groups.
- Monitoring of pupil targets and progress across all groups.
- Monitoring pupil performance against targets across all groups.
- Identifying, monitoring and evaluating interventions with underperforming students, in line with the policies determined by the Governing Body and Headteacher of the School.

Intervention Programmes:

- In keeping with the School's Behaviour for Learning policy:
 - Monitor, evaluate and review the use of rewards.
 - Monitor, evaluate and review the use of department sanctions.

Departmental:

- Complete an annual Review of Achievement summary.
- Complete an annual Departmental improvement Plan for xxxxx

Responsibilities

Safeguarding:

- The jobholder is expected to observe their obligations in accordance with the School's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the School's Child Protection Procedure can be obtained from the jobholder's line manager.

People:

- To lead, develop and enhance the teaching practice of other staff, commensurate with your Teaching & Learning Responsibility allowance and your Career Stage Expectations (as defined within the School's Performance Management policy).
- To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum.
- Observe safeguarding, health and safety, confidentiality, data protection, and equality and diversity obligations (as set out in this job description).

Staffing:

- To be responsible for aspects of school procedures regarding performance management in accordance with agreed national and School policy. To liaise with the Continued Professional Development (CPD) co-ordinator to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs; including instances of underperformance or capability in line with the school's Performance Management and Capability policies.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department.
- To participate in the school's Teacher Training programmes in accordance with the whole school 'perspective'.

Financial:

- To monitor the department annual capitation and report to the Headteacher / or Chair of Governors any financial risks identified e.g. cash not secured, potential theft or impropriety.

Physical and Information Resources:

- To implement School Policies and Procedures, e.g. Equal Opportunities, Health & Safety, COSHH, Accommodation Strategy etc.
- To maintain the Learning Environment as a quality resource for teaching and learning
- To ensure that ICT is fully utilised to enhance both teaching and learning and to perform administrative tasks.

Special Conditions of Employment

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, will be managed in accordance with the School's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy.

Equality and Diversity

Colmers School & Sixth Form College is committed to equality and values diversity. As such School is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the School to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

Training and Development

Colmers School & Sixth Form College has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the School they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description Reviewed By: xxxxxxxxxxxxxxxxxxxxxxxxx

Date: xxxxxxxxxxxxxxxxxxxxxxxxx