JOB DESCRIPTION

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| Job title | **Head of Chemistry** |
| Reporting to | **Head of Science** |
| The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that, whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.1. You are required to carry out the duties of a school teacher as set out in the current School Teachers’ Pay and Conditions Document.
2. You are required to carry out such particular duties which form part of the current School Teachers’ Pay and Conditions Document as the Headteacher may reasonably direct from time to time.
3. In addition, you are required to undertake the following responsibilities for which you are paid your management allowance:
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| **Key Tasks and Accountabilities** | **Strategic Leadership** * Identify areas for improvement within the department and contribute to school self-evaluation and improvement planning.
* Use data and other information to inform strategic planning, to identify improvement targets, and to inform the school’s leadership.
* Develop and implement policies and practices for the subject that reflects the school’s commitment to high achievement.
* Analyse current performance of students in the subject and devise strategies for improving standards further.
* Establish, with the involvement of your line manager, plans for developing and resourcing the department to bring about continuous improvement in teaching and learning to promote student achievement.
* Monitor the progress being made towards targets established in subject planning.
* Evaluate the effects of the faculty’s work on standards of learning and teaching.
* Ensure outstanding teaching throughout the faculty.
* Set expectations and targets for staff and students in relation to student achievement and monitor progress towards these targets.

**Teaching and Managing Pupil Learning** * Manage resources efficiently so that teaching and learning is effectively supported in the subject.
* Oversee planning/schemes of work in the subject.
* Ensure curriculum coverage, continuity and progression for all students through clearly written and regularly reviewed schemes of work.
* Monitor implementation in the classroom through regular monitoring in line with the whole school systems.
* Ensure teachers are clear about teaching objectives and provide guidance on methodology.
* Ensure all ability students are well catered for.
* Develop and sustain students’ communication, literacy and numeracy skills through the subject.
* Keep abreast of new curriculum thinking, teaching methods and examination syllabuses.
* Be aware of developments not only at KS3, 4 and 5 but also at KS2.

**Assessment and Evaluation** * Establish and implement clear practices for assessing, recording and reporting on student achievement in line with school policy.
* Monitor pupil standards and achievement against annual targets and track progress across the faculty.
* Lead the implementation of intervention strategies to ensure outstanding pupil progress.

**Development*** Role model outstanding classroom practice.
* Achieve constructive working relationships with students.
* Sustain motivation; promote enthusiasm, openness to new ideas, commitment and a happy and homogenous team.
* Promote links and co-operation with other departments/faculties. Encourage department involvement in school wide initiatives and in the development of the whole school policy.

**Relationship with Parents and the Wider Community** * Establish excellent and effective communication with parents.
* Help develop links with the local community to extend and enhance the work of the department.
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| **All employees have the responsibility to:** |
| * Ensure any documentation produced is to a high standard.
* Be aware and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
* Participate in training and other learning activities as required.
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
* To promote the area of responsibility within the academy and beyond.
* To represent Lymm High School at events as appropriate.
* To support and promote Lymm High School’s ethos.
* To undertake any other duties and responsibilities as required that are covered by the general scope of the post.
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REVIEW ARRANGEMENTS

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this job description from time to time and will consult with the post holder at the appropriate time