

# **GREIG CITY ACADEMY**



## **Draft Job Description**

<b>Job Title:</b>	Head of Chemistry
<b>Responsible to:</b>	Head of the Science Faculty
<b>Hours:</b>	This is a full-time post.
<b>Salary:</b>	Inner London Pay Scale + Additional Allowance AA1b £9,195
<b>Key Responsibilities</b>	The management of the Chemistry curriculum and a Key Stage in Science at Greig City Academy

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The Head of Chemistry leads and supports their faculty team of students and staff and is responsible for establishing schemes of work and procedures designed to identify and support effective teaching and learning. S/he will be responsible for the standards of attainment and levels of progress and of students taking physics at GCSE and A level.

The Faculty comprises Biology, Chemistry and Physics; it has 13 teaching staff and two science technicians. You will be responsible to the Head of the Science Faculty.

## **Duties and Responsibilities**

You will:

1. be fully aware of, understand and carry out duties in accordance with the school's policies and procedures relating to Child Protection, health and safety, confidentiality and data protection and specifically in accordance with 'Keeping Children Safe In Education', September 2016 and report all concerns to the named Child Protection contacts.
2. support the school's equal opportunities policy and support difference, ensuring each child has equal access to opportunities to learn and develop.
3. establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual pupil's needs.
4. support the school's Christian ethos and work positively and supportively in accordance with the school's plans, policies and procedures.
5. develop and maintain effective and positive working relationships with all staff, parents/carers and the wider community.
6. participate in training and other learning activities as required and attend appropriate professional development courses as identified through post-holders training needs analysis.
7. ensure that the post-holder's line manager is made aware and kept fully informed of any concerns which the post-holder may have in relation to safeguarding and/or child protection.
8. be responsible for your personal professional development and participate in the school's scheme for Performance Management.
9. promote and celebrate the successes of the school and foster a positive image to the local community.
10. model excellent professional conduct with colleagues, students and the wider community, demonstrating high personal standards.

## **Duties and Responsibilities Specific to This Post**

### **1. Management and Leadership**

- To improve examination results in chemistry so that they exceed standards in other core subjects within the school and nationally.
- To ensure that all students studying chemistry make at least four levels of progress and achieve their minimum target grades.
- To oversee and supervise the work being carried out by the teachers in your department.
- To plan and implement STEM activities within the Science Faculty and in cooperation with other faculty areas across the school.
- To ensure the effective delivery of KS3, KS4 and KS5 National Curriculum Programmes of study and syllabi by the careful consideration and implementation of appropriate schemes of work, examination syllabi and appropriate styles of teaching and learning and methods of delivery.
- To monitor the quality of teaching and learning within the department by observing each member of the faculty teaching staff on a regular basis and monitoring samples of work.
- To be responsible for assessment, recording and reporting within the department to ensure that formative, diagnostic and summative processes meet the needs of the students, parents and national requirement and are integral to the teaching and learning process.
- To participate fully in all aspects of the Academy's development plan.
- To keep abreast of current local and national curriculum developments related to the Faculty and ensure effective dissemination to colleagues.
- To be responsible for the production and regular updating of Faculty schemes of work and distributing full schemes of work and resources to all staff teaching within the Faculty.
- To meet regularly with all staff who teach chemistry in the Faculty.
- To contribute to a Faculty Handbook, ensuring that the policies and procedures reflect the academy policies.

### **2. Staff Management**

- To encourage a climate of mutual support in which self-confidence and self-esteem can grow and an effective Faculty team be established and developed.
- To share responsibility for the training and development of colleagues within the faculty, including the induction of newly qualified teachers.
- Act as a Team Leader in the Performance Management process.
- To assist in the appointment process of staff to the Faculty, including where feasible supply staff, paying due regard to the academy's Equal Opportunities Policy.
- To liaise effectively with relevant colleagues as part of the wider management team of the academy.
- To meet weekly with the Head of Science and monitor progress.

### **3. Student Management**

- To set the highest expectations of standards of achievement and behaviour, establishing and maintaining managerial systems to maximise student potential.
- To identify students with particular needs, liaising with appropriate colleagues and outside agencies to ensure that individual student needs are met.
- To pursue ways of celebrating student successes at every level.
- To have oversight of the work and behaviour of all students, acting as a point of referral in matters of care and ongoing assessment.

#### **4. Resource Management**

- To advise the Curriculum Vice Principal on the academy's timetable, allocating staff, teaching groups and rooms within the Faculties.
- To have a joint responsibility for the organisation, accommodation, movement and teaching resources to ensure the most efficient and effective use with minimal loss damage or wastage.
- To share in the decision-making and allocation of resources in the faculty curriculum development planning.

#### **5. Competencies**

- As contained in the National Standards for Subject Leaders.

#### **6. Attendance at Management Meetings and Development Groups.**

- Organise and run departmental and all other meetings appropriate to the agreed areas of responsibility.

#### **7. Specific Responsibilities**

These will be determined in conjunction with the skills and attributes of the successful candidate, but specifics of this post are as follows:

- Leadership of the Chemistry Department.
- Provide innovative options for normal curriculum development that promotes the needs of differing individual students.
- Link with primaries to promote this subject area within the Academy.
- Network within the community to promote external sources as models of excellence.
- Contribute to the development of literacy across the school.

### **Person Specification**

You will:

1. be a good classroom teacher capable of planning and delivering interesting and engaging lessons
2. have QTS and evidence of additional relevant training
3. be an enthusiastic classroom practitioner with a love for your subject
4. be someone who likes students and wants to get the best out of them
5. have an understanding of the different ways that students learn and the appropriateness of different teaching styles to meet the individual learning needs
6. have experience of teaching at KS3, GCSE and A level
7. have good communication skills, both written and verbal
8. be able to communicate clearly both orally and in writing, with students, parents and carers, colleagues and other professionals
9. have good interpersonal skills, the ability to work as part of an effective team and to develop and maintain good relations with students, parents and staff
10. be willing to contribute to the school's enrichment and extra-curricular programmes
11. be committed and able to adhere to an equal opportunities policy
12. have good general knowledge of the National Curriculum, assessment arrangements and approaches, especially literacy assessment
13. keep clear records of pupil progress, recording the data generated by assessments
14. have knowledge of effective record keeping and its use to promote the educational and personal development of students
15. be able to use ICT both as a teaching tool and for administrative purposes

16. have good organisational skills to create and maintain a stimulating and attractive learning environment
17. be able to enthuse and motivate pupils in all aspects of their learning
18. be committed to raising the aspirations and achievement of all pupils and able to demonstrate effective strategies for doing so
19. be prepared to undertake appropriate training for the post and a willingness to continue training to manage the key areas and tasks outlined in the job description

**This job description will be reviewed as part of the appraisal process to reflect changing school, faculty and individual needs.**

**The duties and responsibilities of the post are to be carried out within the provisions of the school teachers pay and conditions document and Greig City Academy contract.**

**February 2019**