

ROYAL ALEXANDRA AND ALBERT SCHOOL



JOB DESCRIPTION

Post Title: Head of Chemistry

Scale: TLR2

Responsible to: Head of Science

The Role

To provide inspirational leadership of the Chemistry Department and the effective delivery of an outstanding Chemistry curriculum.

Key Responsibilities

- To provide strong and supportive leadership of Chemistry
- To lead the department to the highest standards of professionalism as a role model for colleagues and pupils
- To provide effective leadership to a team of teachers in the delivery of GCSE and A Level Chemistry
- To work alongside subject specialist teachers in leading the design and implementation of an outstanding curriculum for Chemistry
- To constantly review and develop the quality of teaching and learning within the department to ensure outstanding practice and the development of exceptional performance skills in pupils
- Be held accountable for the progress of all pupils in Chemistry

Leadership of subject

- To develop and implement a creative curriculum across Chemistry and ensure the delivery of high-quality teaching
- Develop a curriculum that meets the needs of all learners
- Develop innovative schemes of work which are inspiring for learners and teachers alike
- To assess the performance of pupils and record their development, progress and attainment and ensure this is done consistently across the department using internal moderation where necessary
- Analyse progress and attainment data and use this to inform possible changes to curriculum design, and pupil interventions
- Work in collaboration with colleagues to ensure pupils receive high quality interventions

- Through regular observation and feedback, mentor subject teachers to ensure excellent teaching and learning in all lessons
- Ensure that classroom teachers are utilising best practice for the teaching of Chemistry
- Lead departmental inset to share good practice and develop teaching and learning within the curriculum areas
- Conduct evaluations of the quality of teaching and learning of individual classes and as a department, agreeing, implementing and holding teachers to account to changes to teaching and learning
- Create and sustain a positive department culture, where staff feel collectively supported and developed
- To ensure that the school is meeting the statutory requirements for, assisting in the production of school policies for such as appropriate.

Teaching and Learning

- Plan and teach engaging and challenging lessons
- To provide clear structures for lessons, and for sequences of lessons, in the short, medium and longer term, which maintain pace, motivation and challenge
- To plan effectively to ensure that pupils have the opportunity to meet their potential, taking account of the needs from those who are underachieving to those who are very able, making use of relevant information and specialist help where available
- Use regular, measurable and significant assessments of teaching
- Complete all reporting on time
- Closely monitor progress and attainment of pupils and use it to inform teaching
- To set high expectations for pupil behaviour and establish a safe environment that supports learning and where pupils feel secure and confident
- Maintain regular and productive communication with parents about their child's progress, behaviour and development, including attending after school parent meetings as required

Other

- Actively contribute to the co-curricular life of the School
- Undertake professional development as agreed with school leaders
- Perform additional duties and tasks required for the effective operation of the school as directed by the Headmaster
- Be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate
- Contribute to the overall ethos and aims of the school
- Commitment to the principles of the Foundation of the School

Person Specification: Head of Chemistry

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good Honours Degree • Recognised Teaching Qualification 	<ul style="list-style-type: none"> • Additional qualifications/ training
Experience	<ul style="list-style-type: none"> • Experience of successful teaching of Chemistry at GCSE and A Level • Experience of raising attainment • Experience of supporting other staff to enhance teaching and learning 	<ul style="list-style-type: none"> • Experience of leading and developing a team • Experience in more than one school
Leadership and management	<ul style="list-style-type: none"> • Effective team worker and leader • High expectations for accountability and consistency • Ability to create and lead departmental development • Ability to manage change • Ability to enable others to achieve success 	
Teaching and Learning	<ul style="list-style-type: none"> • Excellent classroom practitioner with understanding of high quality teaching and learning • Knowledge of the curriculum reforms and recent subject developments • Good communication, planning and organisational skills • Commitment to regular and on-going professional development 	<ul style="list-style-type: none"> • Experience of data tracking
Personal	<ul style="list-style-type: none"> • Good communication, planning and organisational skills • Hardworking • Enthusiastic • Resilient • A strong team player 	

	<ul style="list-style-type: none">• Good sense of humour• Ability to inspire and lead others	
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The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check.