

JOB DESCRIPTION	
JOB TITLE	Head of Chemistry
DEPARTMENT/SECTION	Science
REPORTS TO	Head of Science
LINE MANAGES	Chemistry department
JOB SUMMARY: To lead all aspects of the Chemistry provision in the School, supported by the Head of Science, such that all pupils achieve exceptional academic, personal and social outcomes. The Head of Chemistry determines the strategic direction and development of the Chemistry department and has overall responsibility for teaching, learning, achievement and attainment within the department. They are also responsible for the day to day running of the chemistry department.	
KEY DUTIES AND RESPONSIBILITIES: Strategic Direction and Development <ul style="list-style-type: none"> • Lead on the strategic direction and development of the Chemistry department, contributing to existing policies, which reflect the School's commitment to high quality teaching and learning • Establish a clear vision for the Chemistry curriculum, which ensures that all students make outstanding progress and develop a life-long passion for the subject • Exercise leadership, demonstrate vision, and empower others in order to deliver the agreed departmental strategy • Establish, with the involvement of relevant staff, plans for the development and resourcing of Chemistry Teaching and Learning <ul style="list-style-type: none"> • Be passionate about Chemistry as a subject, but also about teaching and learning, and the development of young people in general • Employ a wide range of effective teaching strategies to ensure pupils make excellent progress • Ensure there is a robust and shared understanding of what progress looks like in Chemistry • Have a deep knowledge and understanding of Chemistry and related pedagogy • Ensure that School policies and schemes of learning are implemented throughout the Chemistry department 	

- Facilitate development of teacher pedagogical awareness and understanding of pupil development and learning needs, including high quality feedback

Leading and Managing Staff

- Successfully line manage the Chemistry department, ensuring that high quality teaching and learning is consistent in the subject
- Hold regular department meetings in order to set standards and monitor progress of pupils, as well as to share teaching expertise and to provide timely information
- Facilitate staff in forming constructive working relationships with pupils, their parents/carers and outside agencies
- Establish ambitious and clear expectations for staff involved in Chemistry, through team working and mutual support, devolving responsibilities and delegating tasks as appropriate, evaluating practice and developing a culture of collaboration
- Ensure high quality training, monitoring and support is provided during the induction of new staff
- Show support and concern for the welfare and wellbeing of staff in the department
- Lead by example, and provide inspiration and motivation
- Carry out performance management reviews with the Chemistry team members
- Keep up to date with changes with examination syllabuses and ensure any changes are reflected in the Chemistry curriculum
- Be responsible for overseeing entry procedures according to the instructions of the Examinations Officer, and to meet all the requirements of examining boards in respect of such items as practical endorsement and forecast grades
- Ensure pupils are prepared for public examinations by monitoring the teaching of the syllabus, providing resources and guidance to allow pupils to revise effectively, and communicating appropriate academic information to parents
- Prepare exam papers for internal exams, ensuring that that internal moderation procedures and examinations are carried out effectively
- Lead and monitor on student progress through the use of formative assessments and shared mark books, liaising with teachers and other relevant staff to intervene where necessary and take appropriate steps to improve student outcomes

Efficient and Effective Deployment of Staff and Resources

- Identify staff and resource needs for Chemistry and likely priorities for expenditure, and allocate available resources with maximum efficiency and value for money
- Ensure effective and efficient management and organisation of learning resources
- Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the School
- Create a stimulating environment for teaching and learning

Other requirements

- Contribute positively to the morale and community spirit in the School
- Work effectively in different teams
- Assist in whole school marketing initiatives and contribute to the growth of the School
- Meet responsibilities with regard to health and safety, equal opportunities and other relevant legislation and conform to professional and ethical requirements
- Any other appropriate duties as allocated by members of the School's Leadership Team

TEACHER - GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any teacher at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School teachers are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the School.

Teaching and Learning

- Plan, prepare and deliver purposeful and productive lessons to assigned classes.
- Be prepared to innovate and devise imaginatively varied ways of teaching their subjects to inspire pupils.
- Encourage pupils and show enthusiasm for their subject in the classroom.
- Mark work according to departmental and School marking policies, giving appropriate feedback and maintaining records of pupil's progress in their subject.
- Demonstrate an awareness of Assessment for Learning strategies and personalise the learning of all pupils, as appropriate.
- Select and use a range of different learning resources and teaching styles, appropriate to subject and topic.
- Participate in mutual lesson observations both within and beyond their department as a part of sharing best practice.
- Use teaching strategies that allow for the full range of ability and learning styles in each class, and adapt teaching to support the needs of all students.
- Research new topic areas and maintain up-to-date subject knowledge.
- Undertake report writing and the award of internal grades as required.

Department

- Carry out any reasonable subject-related duties assigned to them by their Head of Department.
- Attend department meetings and moderation meetings as requested by their Head of Department.
- Contribute to the Department's devising and writing of new subject materials when required.
- Make themselves familiar with the contents of their Department Handbook and endeavour to follow closely the guidance and Schemes of Work provided in this document.

Co-Curricular

- Contribute imaginatively to the co-curricular, extra-curricular and sporting programmes of the School as required by the Head of Department, Deputy Warden or the Heads of Section and Preparatory Schools, and be prepared to run or assist with activities beyond lesson times and on Saturdays when required.
- Take part in the outdoor programme of the School in activities ranging from Games to the Duke of Edinburgh's Award and the Combined Cadet Force.

Pastoral

- Ensure that they are familiar with the School's health and safety guidance and be responsible of their own health and safety and that of their pupils.
- If full-time, be prepared to undertake the pastoral role of a form tutor.
- Manage pupil behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the Behaviour Policy (and the Disciplinary Framework) and to enforce the pupils' Code of Conduct and Dress Code.
- If present in School, attend assemblies and Chapel, supervising the pupils, unless permission has been granted by the Deputy Warden that they be excused.

Other Professional Duties

- Support and foster the aims of the School.
- Make themselves familiar with the contents of the Staff Handbook, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them by their Head of Department or Senior Teachers, punctually and efficiently.
- Attend staff meetings, parents' evenings, Commemoration Day, Inset sessions and similar important functions both in and out of normal School hours, and participate in the main Saturday Open Day for prospective parents and pupils.
- Notify their Head of Department and the Deputy Warden as early as possible if they are going to be absent from School and set rigorous, appropriate work.
- Attend relevant in-service training each year, after obtaining the consent of their Head of Department and the Deputy Warden.
- Take part in the School's performance management scheme and appraisal.

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

HEAD OF DEPARTMENT - GENERIC DUTIES AND RESPONSIBILITIES

Heads of Department provide professional leadership and management of their subject area to secure high-quality teaching, effective use of resources and on-going development of learning and achievement for all pupils. The Head of Department is required to be an outstanding teacher, leading by example, and also to manage and monitor the delivery of an appropriate curriculum which is challenging, differentiated and well resourced.

In addition to the duties expected of a teacher (as laid out in the Job Description of a Teacher at Forest School, please see website), a Head of Department is expected to:

- Establish high standards for teaching and learning within the Department and encourage teachers to achieve expertise in their subject teaching.
- Through the yearly Self Evaluation Form activity and other methods, evaluate the quality of teaching and learning occurring in the Department, using this to identify good practice and establish action plans for any areas for improvement.
- At the start of each academic year, ensure that an appropriate scheme of work, and any supporting documentation, is produced and made available for all staff in the Department, and to keep the scheme of work under review.
- Be present when pupils are receiving public examination results, ready to guide or advise as necessary (or appoint a suitably qualified representative).
- Analyse examination results and review teaching and learning in the light of those results, including writing an annual Examination Results Report for the Warden and Deputy Head Academic.
- Encourage innovative and imaginative curriculum work within the Department and in cross-curricular ventures (in liaison with other Heads of Department), where possible.
- Ensure that the Department offers enrichment activities for all pupils, taking into account the needs of those particularly gifted and/or interested in the subject area.
- Ensure that activities and resources are in place to support pupils who require help with the subject.
- Liaise when appropriate with the Learning Support Department.
- Undertake at least one formal lesson observation of each member of the Department every academic year, and monitor and review peer observation by departmental members.
- Establish links with the wider community to enhance pupils' learning.
- Seek feedback from pupils, parents and colleagues, as required, to inform future planning.
- Make effective use of data (such as baseline testing data) to inform planning and training for teachers within the department, and target setting for pupils.

Leading and Managing

- Inspire a positive atmosphere in the Department which enables all staff to develop and maintain an enthusiastic attitude towards the subject and confidence in teaching it.
- Support professional development of teachers, delegating appropriate responsibilities as a part of professional development.
- Support trainee teachers/NQTs/new staff, including overseeing aspects of Initial Teacher Training and requirements of teachers' NQT years, as required.
- Help colleagues, where appropriate, in the development of classroom management strategies.
- Keep clear records of all pupils' attainment and progress in the subject, including internal assessments, examinations and external examination results, all in line with whole school systems.
- Hold regular department meetings with an agenda, minutes, action points and opportunities to exchange best practice, and keep appropriate records of decisions taken at these.

- Provide the members of the Department, the Warden, the Heads of Section and the Deputy Head Academic, Deputy Head Pastoral and the Deputy Head Co-Curricular with the minutes of all department meetings.
- Attend and contribute to Heads of Department meetings and other committees as appropriate and as required.
- Produce and update a Department Development Plan, which contributes to and draws down from the School Strategic Development Plan, to be reviewed annually with the Deputy Head Academic.
- Oversee the writing of reports and other communications within the Department including keeping the Department Handbook up to date.
- Show support and concern for the welfare and well-being of staff in the Department.
- Be familiar with and implement all School Policies and Procedures.
- Manage and deploy teaching/support staff, financial and physical resources within the Department effectively.
- Develop and review schemes of work, specifications, marking policies, assessment and teaching and learning strategies.
- Have oversight of the production of Department publications and presentation of pupils' work (including the updating of bright and attractive classroom displays), and the content of the Department's presence on the Intranet and School website.
- Be part of the appraisal and performance review programme for all staff within the Department.
- Make appropriate arrangements for classes when staff are absent.
- Participate in the interview process for teaching posts when required and to ensure effective induction of new staff.
- To be familiar with the School's Health and Safety policy and implement and manage it, as applicable within the department. To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with statutory guidance, approved code of practice or guidance available from specific departmental supporting bodies, and are updated where necessary.
- Oversee university admissions advice and preparation for the subject and related disciplines.
- Be responsible for the day-to-day management of staff within the Department and act as a positive role-model.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact and to adhere to and ensure compliance with the school's Child Protection Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to a member of the Safeguarding Team or the School's Designated Safeguarding Lead immediately.

SAFEGUARDING:

The postholder will be required to;

- Submit an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.

- Promote and safeguard the welfare of all children and young person's they are responsible for, or come into contact with.

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.