

APPOINTMENT OF

 SUBJECT LEADER OF

 CHEMISTRY

 Required for September 2019

Closing date: 9am, Monday 25th February 2019

Interviews: to follow thereafter

 **Christ’s School, Queen’s Road, Richmond upon Thames, TW10 6HW**

 **Tel: 020 8940 6982 e-mail: jralph@christs.school**

 **www.christs.richmond.sch.uk**

February 2019

Dear Candidate

Thank you for your interest in the position of Subject Leader of Chemistry at Christ’s School.

Christ’s School is a Church of England comprehensive school for 850 young people aged between 11 and 18. It is situated on an enviable site adjacent to Richmond Park in Richmond upon Thames in South West London. We have excellent links with our feeder primary schools and the local community. We are proud to be a faith school and welcome students from Christian and other religious backgrounds. Our Sixth Form is currently in its fourth year of operation and we currently have 65 year 12 students and 50 year 13 on roll and expect that number to increase next year. In October 2014 we moved into our state of the art new Sixth Form building which will eventually hold up to 180 Sixth Form students.

All members of our community are encouraged to learn and achieve. We recognise and celebrate success wherever we can. We believe that we all have talent and that it is our responsibility to identify, nurture and develop that talent to the best of our abilities with the help, guidance and support of others.

There are currently 44 full time and 10 part time members of the teaching staff. We have 43 support staff on a variety of full and part time contracts. Our catering and cleaning staff are employed by sub-contracted firms.

Our outcomes have dramatically improved over the last seven years. The Ofsted report from the November 2016 inspection and the subsequent SIAMS inspection report were very favourable indeed. Results and reports are available to access through the school website.

Applications should be sent in the form of a completed online application form and a letter outlining why you feel you are suited to this post. Please email completed applications to Mrs Julia Ralph - jralph@christs.school. Only complete application forms will be considered and forms with missing elements will be returned for completion. If you have any queries about what is expected in a particular section of the form or to arrange an informal visit, please telephone Julia Ralph on 0208 439 9652 and she will be able to help you.

References may be taken up before an offer of a post has been made. However, no appointment will be formalised until all satisfactory references have been received and a DBS check has been completed. In the interests of Safeguarding we reserve the right to telephone referees to clarify any questions which arise from application forms, verify facts and investigate any inconsistencies between a written reference and the form.

We are looking for completed application forms (email only) to be returned by **9am, Monday 25th February 2019.** Early applications are welcome and we reserve the right to appoint before the closing date if we find a suitable candidate.

**Christ’s School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**Christ’s School is an Equal Opportunities employer as detailed in our Equal Opportunities Policy.**

**Any appointment made will be subject to checks that details given on the application form are as stated. It will also be subject to receipt of a satisfactory medical disclosure form. Before an appointment can be confirmed a DBS enhanced disclosure will be required.**

We look forward to receiving your application form, and in the **supporting statement** we would ask you to include how your skills and experience fit the person specification and make you the right person for this post. Please include some examples of the impact you have secured in your current post.

Your supporting statement should be no more than 3 sides of A4 paper.

I do hope that the information you have received will encourage you to apply for this post.

Yours sincerely,

**Phil Rushby**

**Chair of Governors**

Job description: Subject Leader of Chemistry

**Job:** Subject Leader of Chemistry

**Salary / Grade:** + TLR 2.1 - £2721

**Hours:** FTE 1.0

**Contract type:** Permanent

**Accountable to:** Headteacher

**Responsible to:** Subject Leader of Science

**Mission**

As a Church of England school our mission is to be one where each individual is valued and respected. We meet the needs of all our learners by offering them every opportunity to learn and develop in order to fulfil their potential. We will celebrate our skills, talents and successes within a community founded upon Christian values.

**Job purpose**

The post holder would be expected to promote and deliver outstanding teaching, learning and attainment in Science/Chemistry across all Key Stages (3-5) and to ensure the highest standards of assessment and behaviour for learning are applied in all classes. The post holder will be responsible for promoting the safeguarding of all students and be always mindful of ensuring equality of opportunity for all students and staff. The post holder will adhere to the teachers’ professional standards and will also promote the school’s Christian ethos and vision.

**Duties and responsibilities**

**1. Teaching and Learning**

* Plan, prepare and deliver outstanding lessons to provide students with the opportunity to achieve their potential.
* Ensure that lessons are relevant, engaging and stimulating taking into account individual needs of the students.
* Manage, develop, update and share resources to enhance teaching of Chemistry. This will include sharing and preparing resources via Google Drive.
* Contribute to objectives of the curriculum area within the school objectives and take part in an annual review of the subject and curriculum area.
* Co-ordinate preparation and update of planned schemes of work with team members. This will include liaising with KS3 Head and designing Modular Tests at KS4, for both Trilogy Chemistry and Separate Science Chemistry.
* Monitor the progress and achievement of the students following the course and identify the appropriate intervention strategies for underachieving students.
* Maintain effective behaviour management in classroom using positive behaviour strategies to ensure learners’ engagement in the lesson.
* Assess appropriately the work of the students following the course in accordance with the school assessment policy
* Keep records of students’ progress and achievement and set appropriate targets.
* Displays a commitment to the protection and safeguarding of children and young people
* Will adhere to the set policy of the department and will reflect upon set targets in Line Management meetings on a bi-weekly basis.

**2. Leadership**

* Lead the subject team in developing and setting appropriate personal targets so that professional learning and development needs are identified and addressed through the school’s professional review framework. Ensure Performance Management requirements are implemented and appropriate pay recommendations made.
* Work with Head of Science to establish clear purpose, vision and plan to develop the subject.
* Take responsibility for a range of curricular events that ensure students have real chances to experience a full range of learning opportunities, beyond the subject classroom.
* Use data provided to effectively plan intervention and monitor levels of progress in chemistry.
* Ensure data collection is quality assured, moderated and reviewed in a timely manner.
* Promote chemistry as a GCSE option and increase and maintain uptake numbers to at least national average.
* Lead the development, implementation review and improvement in the links between home and school and the pastoral and support frameworks to ensure individual students engage successfully with their learning.
* Provide information as required to the School Leadership Team and other appropriate staff with respect to the subject team and the students it is responsible for.
* Ensure the subject’s resourcing needs are identified and that the budget allocation is managed in the most cost effective way possible.
* To ensure that all exam board administration is completed to a high standard and on time.
* Ensure that all health and safety requirements for the subject team are understood, accounted for and met.
* Undertake PM review(s) and to act as reviewer for a group of staff within the designated department.
* Establish and maintain effective working relationships within the team and also with other colleagues and clients / partners of the school.
* To help lead the development of digital learning within the subject team.
* To be responsible for continuous professional development of yourself and subject team members.
* Participate as required in meetings with colleagues in respect of the posts duties and responsibilities.
* Any other duties and responsibilities within the range of the salary grade.

**3. KS4 + 5 responsibilities:**

* To lead curriculum development in GCSE + A Level chemistry including consideration of appropriate syllabuses and modules.
* To lead the production and development of schemes of work for the GCSE + A level courses.
* To lead the development and maintenance of resources to support and ensure high quality learning.
* To facilitate and monitor the high quality planning of lessons including collaborative planning.
* To model best practice in the delivery of lessons.
* To lead a team of teachers within the science department to deliver high standards of teaching.
* To ensure that high quality homework tasks are set for the students each week.
* To monitor the production of homework by the students and lead interventions to ensure all students produce homework.
* To plan the system of assessment for GCSE + A level.
* To monitor the implementation of the assessment system.
* To monitor student achievement and plan and lead interventions for underachieving students.
* To ensure that all exam board administration is completed to a high standard and on time.
* To lead on the promotion of A level chemistry to key stage 4 students.
* To coordinate and review the completion of the subject sections of UCAS references for students studying chemistry A level.
* To provide high quality advice to students considering studying chemistry at university.
* To lead extra-curricular provision in chemistry for GCSE + A level students.
* Any duties or responsibilities to achieve the purpose of the post.

This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

**Christ’s School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants will undergo appropriate child protection screening including checks with past employers through the Disclosure and Barring Service.**

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **CRITERIA** | **Essential / Desirable** |  | **Assessed by application / interview process** |
|  | **E** | **D** |  | **A** | **I** |
| **QUALIFICATIONS AND REQUIREMENTS** |  |  |  |  |  |
| Honours degree or equivalent  | √ |  |  | √ |  |
| Qualified Teacher Status  | √ |  |  | √ |  |
| Up to date CPD related to teaching and learning/pedagogy | √ |  |  | √ |  |
| In sympathy with the Christian values of the school |  | √ |  | √ | √ |
| Displays a commitment to the protection and safeguarding of children and young people | √ |  |  | √ |  |
| **KNOWLEDGE AND UNDERSTANDING** |  | √ |  | √ |  |
| Good knowledge of national curriculum, relevant schemes of work and national strategy for secondary education | √ |  |  | √ | √ |
| Good understanding of assessment processes at KS4 and how to use these to support planning styles and raise student attainment | √ |  |  | √ | √ |
| Ability to use and understand assessment data |  | √ |  | √ | √ |
| Good knowledge of a wide range of pedagogic approaches to cater for different learning styles and ensure that all students are engaged | √ |  |  | √ | √ |
| Good knowledge and understanding of strategies for promoting good relationships with students and effective behaviour management techniques | √ |  |  | √ | √ |
| Excellent understanding of what constitutes effective teaching and learning | √ |  |  | √ | √ |
| Proven ability to teach at Key stage 5 | √ |  |  | √ | √ |
| Familiar with effective learner and progress intervention strategies |  | √ |  | √ | √ |
| **SKILLS AND EXPERIENCE** |  |  |  |  |  |
| Proven track record of raising and maintaining high educational standards in chemistry through Key stages 3-5 | √ |  |  | √ | √ |
| Experience of leadership roles within a team including design and development of resources to support learning |  | √ |  | √ |  |
| Successful experience of teaching students of all abilities, including SEN and Gifted and Talented | √ |  |  | √ | √ |
| Excellent communication skills orally and written | √ |  |  | √ | √ |
| Effective and efficient use of data to improve learning | √ |  |  | √ | √ |
| Involvement in the planning and/or delivery of extracurricular/enrichment activities | √ |  |  | √ | √ |
| The capacity to make decisions based on sound judgements | √ |  |  | √ | √ |
| Evidence of innovative practice |  | √ |  | √ | √ |
| Successful experience of coaching staff to raise performance |  | √ |  | √ | √ |
|  |  |  |  |  |  |
| **PERSONAL ATTRIBUTES** |  |  |  |  |  |
| Good interpersonal skills | √ |  |  | √ | √ |
| A commitment to a team ethos | √ |  |  | √ | √ |
| Professional integrity and honesty | √ |  |  | √ | √ |
| Ability to meet deadlines | √ |  |  | √ | √ |
| Self-motivated with an ability to use own initiative | √ |  |  | √ | √ |
| Able and willing to scrutinise own practice and to make their practice accessible to others | √ |  |  | √ | √ |
| The capacity to form positive learning-centred relationships with other professionals | √ |  |  | √ | √ |
| Believe they can improve on their previous best | √ |  |  | √ | √ |
| Commitment to safeguarding children and young people | √ |  |  | √ | √ |
| Potential for promotion |  | √ |  | √ | √ |
| Ability to engage, motivate, enthuse and support colleagues |  | √ |  | √ | √ |