

King's College

Soto de Viñuelas

JDS Job Description



Head of Chemistry

Job Purpose

Following the promotion of the post holder to the position of Head of Year 13 we are pleased to announce the opportunity for suitably qualified candidates to apply for the position of Head of Chemistry, commencing in August 2018. The Head of Department will be line managed by the Head of Science.

Chemistry is a highly popular subject in school at both GCSE and A Level, with many students progressing to study science degrees at University.

Key purposes of the job are:

- To raise standards of pupil attainment and achievement within the whole curriculum area and to monitor and support pupil progress.
- To be accountable for pupil progress and development within the Chemistry department.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the department, in accordance with the aims of the school and the curricular policies determined by the Director of Studies.
- To be accountable for leading, managing and developing Chemistry as an academic subject.
- To manage and deploy teaching/support staff, financial and physical resources within the department effectively to support the department development plan.

Key responsibilities and Accountabilities:

- To teach Chemistry throughout Kings College Madrid (Years 7 – 13) including preparing candidates for Oxbridge application;
- To lead and work with the Science departmental team (including laboratory technicians where appropriate);
- To analyse examination results when requested;
- To attend parents meetings and other school events as directed by the Headmaster or Deputy Head;
- To lead the development of schemes of work as a team activity in the department
- To raise standards of pupil attainment and achievement within the whole curriculum area and to monitor and support pupil progress;
- To be accountable for pupil progress and development within the subject area;
- To develop and enhance the teaching practice of others;
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the department, in accordance with the aims of the school and the curricular

policies determined by the Director of Studies.;

- To manage and deploy teaching/support staff, financial and physical resources within the department effectively to support the department development plan;
- To keep up to date with and respond to UK national developments in the subject area and teaching practice and methodology;
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department;
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with the cover supervisor/relevant staff to secure appropriate cover;
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures;
- To promote teamwork and to motivate staff to ensure effective working relations;
- To participate in the school's ITT programme;
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model;
- To establish the process of the setting of targets within the department and to work towards their achievement;
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles;
- To contribute to the school procedures for lesson observation;
- To seek/implement modification and improvement where required;
- To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the School Development Plan;
- To produce an annual examinations analysis and department review as part of the school's self-evaluation cycle;
- To establish the process of the setting of targets within the department and to work towards their achievement;
- To conduct whole-school processes such as the Public Examination Performance Reviews, Work Scrutinise, and Teaching and Learning Audits;
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles;
- To contribute to the school procedures for lesson observation;
- To seek/implement modification and improvement where required;
- To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the School Development Plan.
- To play a full part in the life of the school community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and pupils to follow this example;
- To continue personal professional development as agreed with the line manager;
- To engage actively in the performance review process;
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate;
- To produce an annual examinations analysis and department review as part of the school's self-evaluation cycle.

And to carry out any other reasonable instruction from the Headmaster.

Person Specification

Essential

- Qualified Teacher Status

Desirable

- Evidence of continuous INSET and commitment to further professional development
- Ability to teach the general science course at KS3 level.
- Contribute meaningfully to extracurricular, enrichment and school events programmes