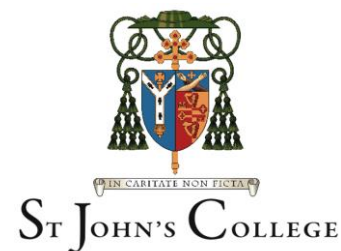


HEAD OF CHEMISTRY

Job Specification



“St John’s College, Cardiff is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”

JOB DESCRIPTION	
Job Title:	Head of Chemistry
Department:	Science
Responsible to:	Assistant Head, Academic
Responsible for:	Chemistry teaching staff and technicians.
Location:	St John’s College, William Nicholls Drive, Old St Mellons, CF3 5YX
	APPLICANTS WILL BE REQUIRED TO UNDERGO CHILD PROTECTION SCREENING APPROPRIATE TO THE POST INCLUDING CHECKS WITH PAST EMPLOYERS AND THE DISCLOSURE AND BARRING SERVICE.

1. Role / Job Purpose

- To lead and manage the Chemistry Department, upholding the outstanding standards of teaching and learning for our pupils across Key Stages 3, 4 & 5.
- To ensure the efficient running, development and performance of the Chemistry Department, supporting all members of the department in their responsibilities, and directing, as appropriate, the work of those colleagues to ensure successful and effective teaching and learning.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to our internal Safeguarding policies and procedures.

2. Role Specific Responsibilities and Activities

HOD/Line Management Duties

- To take the lead in drawing up schemes of work for the department, ensuring they are kept up to date.
- To take overall responsibility for the display and the general appearance of the Department.
- To involve all colleagues in departmental development planning and/or decisions regarding subject specific issues.
- To involve all colleagues in the the creation and execution of the yearly departmental development plan ensuring that it identifies clear targets, times-scales and success criteria and contribute to the Departmental Development Plan (DDP).
- To take overall responsibility for the development and submission of a departmental self-evaluation report to contribute to the overall School evaluation report. (SER)
- To support, facilitate and monitor the progress of the departmental development plan to ensure it makes a significant contribution to the School Development Plan (SDP).
- To be responsible for overall teaching and learning, achievement and attainment within the department.

- To contribute to the development and maintenance of whole school strategy, policies and ethos.
- To be responsible for the appraisal, professional welfare and training and development of members of the department.
- To report to Assistant Head, Academic on performance of staff and hold staff to account in relation to performance.
- To review examination results within the Department and implement remedial action when necessary.
- To ensure that base-line data and target grades are being used to monitor, and where possible improve, performance of the Department and the pupils within it.
- To hold regular meetings, formal and informal, to discuss Department matters and to keep subject staff up to date with decisions and proposals made by different groups and to seek departmental views on these. Minutes of these meetings should be kept and shared with the Assistant Head, Academic.
- To ensure members of the department adhere to School policies and procedures as set out in the Employee Handbook.
- To ensure members of the department adhere to School wide policies and procedures with particular regard to the setting and marking of work, health and safety and behaviour policies.
- To provide a departmental induction for new members of staff and act as a first point of contact for all members of your team.
- To be accountable to the Assistant Head, Academic and Finance Manager for all budgeting within the Department.
- Having regard for the budgets, to be responsible for the selection of text books and teaching materials, and the methods of teaching used by members of the Department.
- To set work for an absent member of the Department if he/she is unable to do so.
- To engage colleagues to talk about their teaching and the impact that it has on pupils and, with the support of the HR Manager/Assistant Head, Academic, to manage the performance of staff within their department.
- To attend scheduled HOD meetings
- To liaise with parents on matters relating to the Chemistry department.
- In conjunction with the ALNCO, to plan effectively to meet the needs of pupils with Additional Educational Needs and where appropriate, prepare, implement, monitor and review Individual Educational Plans.
- To ensure the department co-operates with other Departments in cross-curricular activities
- To keep up to date with educational developments and changes within the subject area.
- To organise and/or oversee any subject specific trips to support learning within and outside of the classroom.
- To actively promote the development of the subject and maintain or where necessary, increase, a healthy uptake of pupils wishing to study the subject beyond KS4.
- To keep up to date and the abreast of the changes to radiation safety regulations within the borough and according to CLEAPPS
- To represent the Science Department on the College Health and Safety Committee and to prepare for and attend all relevant Health and Safety Meetings.

Teaching Duties

- Manage and develop pupil learning through effective teaching in accordance with departmental schemes of learning and school policies.
- Teach, assess and support pupils fully, to maximise their chances of examination success.
- Ensure continuity, progression, rigour and cohesiveness in all teaching.
- Use a variety of methods and differentiated approaches to match scheme of learning objectives and the range of pupil needs.

- Set and mark all student work in accordance with the internal marking policy (in and beyond the classroom), to consolidate and extend learning and encourage students to take responsibility for their own learning.
- Support individual learning by planning work with appropriate challenge and monitoring and reviewing pupils' outcomes regularly.
- Set high expectations for all pupils.
- Use clear and precise learning objectives and defining criteria for success and progress for each lesson.
- Monitor pupil progress, keeping pupil records that include assessment outcomes and targets set at regular intervals in line with departmental and school policy, to enable all students to achieve their full potential.
- Work effectively as a member of the science department to improve the quality of teaching and learning, by contributing to departmental planning and implementing and monitoring change.
- Implement new initiatives by adapting classroom procedures accordingly, monitoring progress and reflecting on academic outcomes.
- Use positive management of behaviour in an environment of mutual respect that allows pupils to feel safe and secure.
- Be immediately responsible for the processes of assessment, recording and reporting for the pupils in your charge.
- Track pupil progress, monitoring achievement against target grades and take appropriate and early action on pupil outcomes and under-achievement.
- Assess pupils' work systematically and use the results to inform future planning, teaching and scheme of learning development.
- Be familiar with statutory assessment and reporting procedures.
- Keep an accurate register of pupils for each lesson. Unexplained absences or patterns of absence should be reported immediately.
- Set appropriate tasks and challenges for homework, ensuring that it is regularly marked according to the departmental and school marking policies, with constructive feedback.
- Ensure that there is a high standard of display work in the classroom, which is changed frequently.
- Keep work areas tidy and well organised.
- Attend scheduled meetings in the science department and school.
- Set appropriate work for classes within the science department during any periods of absence and make sure that the work is thoroughly reviewed on return.
- Promote teamwork science department.
- Enforce the school's behaviour and uniform policies on a daily basis.
- Arrive in class, on or before the start of the lesson, and begin and end lessons on time.
- Establish effective working relationships with professional colleagues and staff.
- Consider the needs of all students within lessons (and implement specialist advice as required)

3. General Employee Responsibilities and Activities

- To undertake mandatory training or training identified as necessary to update skills or improve performance
- To ensure that supervision is sought prior to undertaking any work outside of the scope of the role
- To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions and Teachers' Standards, and teachers' legal liabilities and responsibilities relating to all legislation
- To carry out a share of supervisory duties in accordance with normal school schedules including cover supervisory duties.
- To participate in appropriate meetings with colleagues and parents
- To act as a positive role model and promote the aims, values and ethos of the school and

uphold all rules and policies

- To read and adhere to all procedures as set out in the Staff Handbook
- To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the post holder or others; to report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements
- Be involved in extra-curricular activities such as making a contribution to enrichment activities, trips and visits, and School events
- Take responsibility for personal professional development; keep up-to-date with research and developments in teaching
- The school takes the safety of children seriously. All staff are expected to follow the school's Child Protection and Safeguarding Procedures and report to the safeguarding lead or person in authority, any safeguarding concerns that they may become aware of.
- To set high expectations for pupil behaviour, establishing and maintaining a good standard of discipline based on mutual respect and personal responsibility. To deal with inappropriate behaviour in the context of the school Behaviour Policy and Anti-Bullying Policy.
- To carry out other duties as may reasonably be required from time to time including undertaking pastoral form tutor duties when requested to do so
- Be prepared to meet parents and take responsibility for holding Parents' Evenings during the school year
- To undertake any other duties reasonably requested and assigned by senior members of the School (SLT/Management) which are considered reasonable and within the scope of your skills
- All staff are required to attend weekly briefings or when unable to do so, must read the minutes and familiarise themselves with any updates and/or developments.
- Where a member of staff is required to attend a meeting, in circumstances where they are unable to do so, they must send their apologies and obtain a copy of the minutes to familiarise themselves with afterwards.
- All staff must attend pre planned INSET days and in circumstances where they are unable to do so, they must send their apologies and obtain a copy of the training material and/or content to familiarise themselves with after the event.

This job description reflects the key tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the key tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

4. Person Specification

Criteria	Essential	Desirable
1. Qualifications and Knowledge	<ul style="list-style-type: none"> ➤ Degree Status(or recognised equivalent) in subject area ➤ Qualified Teacher Status. ➤ Ability to teach science across KS3. ➤ Evidence of having undertaken recent and relevant professional development. ➤ Awareness of the current educational developments in subject area and relevant H&S issues. ➤ Evidence of strong subject knowledge. ➤ Knowledge of the standard of work expected from pupils and the ability 	<ul style="list-style-type: none"> ➤ Postgraduate qualification (or recognised equivalent) in subject area ➤ Other relevant higher degree/ management or professional qualification. ➤ Knowledge and understanding of current educational Issues and H&S according to CLEAPPS

	<p>to contribute to the assessment of their work.</p> <ul style="list-style-type: none"> ➤ Knowledge of National Curriculum requirements and assessment in subject area ➤ Ability to teach A-Level and GCSE in subject area. 	
2. Experience	<ul style="list-style-type: none"> ➤ Previous experience of implementing systems and processes to monitor and evaluate teaching and learning. ➤ Demonstrable experience in line management and mentoring of colleagues. ➤ Evidence of leading colleagues in delivering results, demonstrating successful teaching in employment or on teaching practices. ➤ Evidence of effective teaching and learning across all Key Stages. ➤ Demonstrable experience of adhering to high standards of lesson planning and classroom management. 	<ul style="list-style-type: none"> ➤ Previous experience of leading a department. ➤ Experience of implementing and driving change. ➤ Experience of using 'Google Classroom' and Google Drive. ➤ Willingness to train other colleagues in line management responsibilities. ➤ Experience of using ISAMS.
3. Personal Skills & Qualities	<ul style="list-style-type: none"> ➤ Evidence of excellent organisational skills ➤ Demonstrable desire to understand how to best motivate colleagues to maximise results ➤ Recognises when to give positive feedback and when necessary is able to give negative feedback in a constructive manner ➤ Is fair, consistent and honest in their line management approach. ➤ Builds trust through modelling behaviours and actions ➤ Encourages team members to contribute to discussions and is an active listener. ➤ Shows a willingness and ability to provide guidance to other department members on processes/systems and is able to provide constructive feedback along with suggested solutions to relevant colleagues ➤ Is articulate and able to deliver a message with clarity even when under pressure ➤ Demonstrates an ability to deliver a complex message with authority and professionalism ➤ The ability to inspire, challenge and motivate the team and individuals to achieve high goals. ➤ A commitment to sustaining and raising achievement, attainment and aspirations of all pupils. ➤ Supportive of the school's ethos. ➤ Excellent communication and presentation skills. ➤ Competent user of ICT. ➤ Ability to plan and resource effective 	

	<p>interventions to meet curricular objectives.</p> <ul style="list-style-type: none">➤ Excellent interpersonal skills with the ability to develop good relationships with pupils, parents and colleagues and other stakeholders.➤ To demonstrate a professional attitude and appearance commensurate with that of a professional private education sector employee.➤ Honesty, integrity, reliability and the ability to maintain confidentiality.	
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