SIR JOHN HUNT COMMUNITY SPORTS COLLEGE

**Post Title :** Head of Chemistry

**Post Grading :** (TLR 2a £2721)

**Accountable to :** Curriculum Leader for Science

**Post Holder :**



**Main Purpose of the Post**

In addition to carrying out the professional duties of a teacher, other than the Principal (Appendix B), the Head of Chemistry is responsible for the internal organisation, management and control of their subject area within the overall policies of the College. The Head of Chemistry will be expected support the Curriculum Leader in leading and managing the team in developing the College's provision for study in their subjects (Biology, Chemistry & Physics) and develop coherent strategies for raising standards. The Head of Chemistry will also be expected to encourage and participate in subject-related clubs and activities.

To aid their professional development and in preparation for future promotion, Subject Leaders are given the opportunity to take on whole school responsibilities according to their strengths and interests.

 **The Professional Duties and Responsibilities include:**

1. Lead the 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.
2. Ensure Performance Management requirements are implemented, and appropriate pay recommendations made.
3. Work with CL for Science to establish clear purpose, vision and plan to develop the subject.
4. 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.
5. Use data provided to effectively plan intervention and monitor levels of progress in chemistry.
6. Ensure data collection is quality assured, moderated and reviewed in a timely manner.
7. Promote chemistry as a GCSE subject to ensure its relevance to students everyday lives.
8. 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.
9. 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.
10. Ensure the subject’s resourcing needs are identified and that the budget allocation is managed in the most cost effective way possible.
11. To ensure that all exam board administration is completed to a high standard and on time.
12. Ensure that all health and safety requirements for the subject team are understood, accounted for and met.
13. Undertake PM review(s) and to act as reviewer for a group of staff within the designated department.
14. Establish and maintain effective working relationships within the team and also with other colleagues and clients / partners of the school.
15. To be responsible for continuous professional development of yourself and subject team members.
16. Participate as required in meetings with colleagues in respect of the post’s duties and responsibilities.

# Appendix A - Professional Duties of Teachers

**Teaching**

1 (a) Planning and preparing courses and lessons.

1. Teaching, according to their educational needs; the students assigned to the teacher, including the setting and marking of work to be carried out by the student in College and elsewhere.

 (c) Assessing, recording and reporting on the development, progress and attainment of students.

 In each case, having regard to the curriculum of the College.

**Other Activities**

2 (a) Promoting the general progress and well-being of the individual students and of any class or group of students assigned to the teacher.

 (b) Providing guidance and advice to students on educational and social matters and on their future education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports.

 (c) Making records of and reports on the personal and social needs of students.

 (d) Communicating and consulting with the parents of students.

 (e) Communicating and co-operating with persons or bodies outside the College.

 (f) Participating in meetings arranged for any of the purposes described above.

**Assessments and Reports**

3 Providing or contributing to oral and written assessments, reports and references to individual students and groups of students.

**Appraisal**

4 Participating in agreements made in accordance with The Education (School Teacher Appraisal) Regulations 1991 for the appraisal of their performance and that of other teachers.

**Review: Further Training and Development**

5 (a) Participating in Induction Training arrangements and contribute to the Induction Programme of newly qualified teachers as appropriate.

(b) Reviewing from time to time the teachers' methods of teaching and programmes of work.

(c) Participating in arrangements for further training and professional development as a teacher.

**Educational Methods**

6 Advising and co-operating with the Principal and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

**Discipline, Health and Safety**

7 Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised College activities elsewhere.

**Staff Meetings**

8 Participating in meetings at the College which relate to the curriculum for the College or the administration or organisation of the College, including pastoral arrangements.

**Cover**

9 Staff will be required to cover staff absence only rarely in circumstances which are not foreseeable. These events include cover for notification of a staff absence after 8.30 a.m. until an agency supply teacher can be placed and for staff being taken ill unexpectedly during the College day.

**Public Examinations**

10 Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations (if appropriate).

**Management**

11 (a) Contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new and probationary teachers.

 (b) Co-ordinating or managing the work of other teachers.

 (c) Taking such part as may be required of the teacher in the review, development and management of activities relating to the curriculum organisation and pastoral functions of the College.

**Administration**

12 (a) Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the College and ordering and allocation of equipment and materials.

1. Attending assemblies, registering the attendance of students and supervising pupils, whether these duties are to be performed before, during or after College session.

This document outlines the duties required of the post holder for the time being, to indicate a level of responsibility. It is not a comprehensive or exclusive list, and from time to time duties may be varied, which do not change the level of responsibility or general character of the job.

February 2019