**Job Description: Subject Leader Chemistry & Key Stage Leader**

**The Role**

The person appointed to this post will:

* be able to teach students of all ages and abilities across key stages 3 to 5;
* have a love of Chemistry and desire and ability to convey this to students;
* be an innovative classroom teacher;
* have a proven track record in designing and implementing effective intervention programmes;
* be enthusiastic and energetic;
* ensure all students reach their potential;
* lead the department successfully;
* lead and develop the key stage you are responsible for across the entire science department;
* have a clear understanding of management issues at department level;
* possess clear and effective communication;
* be committed to extra-curricular activities;
* be committed to the aims and ethos of a church school;
* have a commitment to equal opportunities;
* be able to monitor and support colleagues;
* demonstrate continuing personal professional development;
* be actively involved in school’s Teacher Training Schemes;
* work with a range of people including parents, Ofsted, Aquinas Advisory Council;
* participate in training and professional development of departmental colleagues;
* be ready to work with other middle managers in target setting and developing competencies;
* have a knowledge of/desire to develop Chemistry in the department;
* be competent in the organisation and leading of trips and visits in the U.K. and abroad.
* have integrity, optimism and commitment;
* have a good honours degree;
* have QTS.

**Personal Attributes**

* High expectations of themselves and of all students.
* Excellent communication skills.
* Excellent self-management skills.
* Excellent classroom teacher, ensuring that all students reach their potential.
* Ability to show empathy and understanding whilst commanding respect.
* Enthusiastic attitude to innovation.
* Integrity, optimism, resilience and a well-developed sense of proportion and humour.
* Ability to inspire students.
* Ability to secure good relationships with staff, students and parents.
* Possess clear and effective communication skills to a range of audiences.
* Demonstrate continuing personal professional development.
* Commitment to personal development.
* Understanding of cultural diversity and committed to equal opportunities.
* Supportive of the church school ethos.

**The Department**

This is a key role in that all Subject Leaders are required to make a whole school contribution to curriculum development. As you will have additional responsibility for a particular Key Stage across all three Science’s you will be responsible for the design and delivery of the curriculum in conjunction with the Subject Leaders and the Director for Science. Applicants must have the leadership qualities required to maintain a successful team and lead the continuing development of outstanding teaching and learning within the subject area.

Science is taught at KS3 with a two year curriculum that matches the Pearson modular scheme of work, Exploring Science. KS3 is differentiated into two routes; extend and core.

KS4 science is taught over three years and we are following both the legacy and the new AQA specifications. For legacy courses, we teach the three separate sciences, plus Additional and Core Science. For the new course, all students will study combined science, and the most able will study for three separate science qualifications.

At KS5 we currently run AS and A2 Biology, Chemistry and Physics. The ability to teach your specialist subject to A2 standard would be essential for a subject leader position. For KS5 we follow the AQA Physics specification.

**The Post**

We are looking for a teacher who can teach Chemistry to A level, and general science to Key Stage 3, someone who can create exciting and interesting lessons that students will enjoy and learn a lot from, a set of experience skills that can influence the Science department to enhance the active, engaging learning that allows students to achieve in a safe learning environment. We also want students to not just study Science as a subject but to become 'Scientists' in the way they think and learn.

The person joining the Science department will have a strong enthusiasm for the subject, enjoy teaching and be very forward thinking.  We aim to develop a Science department for the 21st century where students’ learning is appropriate to their interests and strengths.

The post requires enthusiastic, effective communication skills and excellent classroom practice. It offers an excellent opportunity to join a key department and a dynamic team. In addition there is scope to contribute to other subject areas, the pastoral work of the school, and a wide range of extra-curricular activities.

**Generic Job Description: Subject Leader and Form Tutor**

This job description has been compiled in accordance with School Teachers Pay and Conditions of Employment. (DCSF 2008)

**In addition to the responsibility of classroom teacher key accountability for the Subject Leader include:**

**Teaching and Learning:**

* Ensuring that statutory requirements of the national curriculum are met.
* Ensuring that all examination criteria are met.
* Ensuring that programmes of study which match provision to student needs are planned, implemented, reviewed and revised.
* Promoting highest quality of learning and teaching.
* Ensuring standards of literacy are monitored and supported throughout the school.

**Student Achievement:**

* Allocating students to teaching groups, monitoring students’ progress especially via regular assessment and taking such action which may be necessary.
* Planning appropriate intervention strategies for students to raise achievement.
* Promoting highest attainments in public examinations.
* Analysing assessments and examination results, comparing them with school norms, benchmark norms and national statistics.

**Staff Effectiveness:**

* Appraising staff performance.
* Advising as to priorities for continuous professional development ensuring members of staff keep abreast of recent developments in the subject.
* Promoting the training of current, trainee and beginner teachers.
* Providing creative and visionary leadership to build an effective departmental team.

**Policy and Planning:**

* Working to a Faculty Improvement Plan which takes account of the school’s plans and priorities.
* Dealing effectively with all routine departmental organisation and administrative matters.
* Ensuring that departmental records and handbook are properly kept and updated when necessary.
* Liaising and working collaboratively with other area heads and with external agents.
* Working productively and co-operatively with the line manager.

**Finance and Resources:**

* Managing departmental capitation in line with the Faculty plan and good value for money.
* Deploying resources effectively and equitably.
* Ensuring that the working environment is safe, suitable, attractive and well cared for.

**Role of the Form Tutor**

* Monitor absences, lateness and uniform and maintain accurate details of attendance in accordance with school policy.
* Monitor student planners on a regular basis.
* Ensure that tutorial programmes are planned, recorded and are in accordance with the programme of study provided by the Learning Director.
* Complete individual reports for parents and maintain regular contact.
* Promote students' achievements using praise and rewards effectively in line with school policy.
* Maintain effective communication with students and their parents, and with subject teachers, Learning Directors, Assistant Head, and senior staff as necessary.
* Assist Learning Directors and Assistant Head in the organization of year activities and events.
* Ensure that students new to the school are properly inducted.

**Appraisal and Professional Development**

The Subject Leader will be part of the school’s appraisal scheme. S/he will have an Appraiser who will set agreed targets for the year. The Appraiser will monitor and review performance, including classroom teaching. A Subject Leader will appraise members of their department. The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date.

***At Bishop Justus School staff are expected to work in line with the school’s Christian Ethos.***

Responsibilities are likely to change over time and you will be expected to perform duties of a similar nature such as the Headteacher may reasonably require.