



## Job Description

<b>Job Title</b>	Subject Leader Chemistry	<b>Grade</b>	2b £4401
<b>School</b>	Oaks Park High School		
<b>Reports to</b>	Team Leader		
<b>Responsible for</b>	As Subject Leader you may be expected to line manage 1 or 2 members of staff		
<b>Liaising with</b>	Headteacher/Deputy & Assistant Headteachers, Heads of Year/Team Leaders/ relevant support staff/ LEA staff and parents.		

### Knowledge/Skills/Expertise

- Keep up to date with developments within the subject.
- Keep up to date with developments in pedagogy and how they can be applied to learning in the department.
- Keep up to date with inspection and data return requirements and share this knowledge and expertise with department colleagues.
- Develop ICT skills to ensure that it can be integrated into the department at all levels.
- Be committed to your own development.
- Attend relevant INSET courses as appropriate.

### Main Areas of Responsibility and Accountability

- Promote high standards of teaching and learning throughout the department.
- Raise standards of student attainment and achievement within the whole curriculum and monitor and support student progress.
- Be accountable for student progress and development within the subject area.
- Develop and enhance the teaching practice of others.
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the subject, in accordance with the aims of the school and curricular policies determined by the Governing Body and the Headteacher of the school.
- Be accountable for leading, managing and developing the subject, working with the Team Leader.
- Participate in annual self-evaluation and contribute to the overall evaluation of the school.
- Set and mark appropriate written work according to department and school policy.
- Oversee the implementation of the school's Teaching and Learning Policy.
- Analyse performance data and use the results as a basis for improvement.
- Provide support to colleagues in the implementation of the school's Behaviour Policy.
- Be responsible for developing appropriate schemes of work at the appropriate key stage.
- Plan, prepare and teach assigned lessons to pupils according to their educational needs.

### Staffing/Personnel:

- Participate in the school's Performance Management arrangements as a Subject Leader.
- Ensure that the department supports the school programmes for NQTs and BTs.
- Assist the Team Leader in making appropriate arrangements for classes when staff are absent.
- Participate in the interview process for teaching posts when required.

**Supporting the School:**

- Contribute to the development of school policy.
- Ensure representation of the department on school working parties.
- Represent the department at appropriate meetings within the school.
- Be responsible for the strategic development of the subject within the school.
- Contribute to school liaison and marketing activities, e.g. material for prospectuses and attendance at Open Evenings.
- Attend all Parents' Evenings as appropriate.
- Provide information to the Governing Body as requested.

**Resources:**

- Assist the Team Leader in managing accommodation within the department to ensure that the Department's teaching commitments are effectively and efficiently timetabled and roomed.
- Assist the Team Leader in ensuring that accommodation within the department is maintained to provide the best possible learning environment for the students.
- Ensure that the department obtains 'value for money' when ordering equipment and stock.

**Health and Safety:**

- Ensure that risk assessments are carried out within your teaching area.
- Ensure that Health and Safety policies and procedures are adhered to.

**Pupil Outcomes:**

- Help set targets for performance at the appropriate level.
- Make use of analysis and evaluate performance data provided.
- Arrange for all students to be entered for public examinations at an appropriate level.
- Set internal examinations in line with your post and provide assessment information based on results.
- Assist in the production of reports on examination performance, including the use of value-added data.
- Put into place arrangements for monitoring coursework and ensuring that moderation takes place.

**Pastoral System**

- Act as a form tutor and carry out the duties associated with that role in the generic job description.

**Teaching**

- Undertake an appropriate programme of teaching in accordance with school policy.

**Additional Duties:**

- Play a full part in the life of the school community.

**Other Specific Duties:**

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and the job title.



## Person Specification

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<b>School</b>	Oaks Park High School		

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
<b>Qualifications &amp; Experience</b>		
Qualified Teacher Status	E	A
Degree	E	A
Evidence of continuing professional development	D	A
Experience of implementing a range of strategies to raise student achievement and motivation	D	A I
Experience of using data to evaluate, monitor and raise achievement	D	A I
Experience of lesson observation, evaluation and feedback to raise standards	D	A
<b>Knowledge &amp; Understanding</b>		
Current knowledge of curriculum developments and issues in subject area	E	I R
Good knowledge and understanding of what high quality teaching and learning is	E	A I R
Understanding of the development of study skills, independent learning and assessment	E	A
An understanding of how to raise standards in schools within a diverse community	D	A I
<b>Skills and Abilities</b>		
The ability to motivate and inspire both staff and students	E	A I R
The ability to delegate and consult effectively	E	I R
Very good organisational and management skills	E	I R
Successful team management	D	A I R
Effective use of data to evaluate student performance in raising standards	D	I R
Evidence of improving teaching and learning through the implementation of best practice, change and innovation	D	A I R
Ability to plan time effectively and meet deadlines	E	A I
Ability to motivate, inspire confidence in others, consult, encourage and delegate appropriately	E	A I
<b>Teaching &amp; Learning</b>		
High level learning and teaching skills	E	I R
Proven record of promoting high student achievement	E	I R
Proven record of very good student examination attainment through classes taught	D	R
Experience of teaching in a large mixed comprehensive school	D	A R