

## Head of Chemistry

### General Responsibilities

The Head of Chemistry reports to the Head of Science and in turn the Academic Deputy, and line-manages the members of his/her department. In addition to responsibilities as a classroom teacher, the Head of Chemistry is expected to:

- Generate a positive ethos within the department
- Take initiative and inspire the members of the department to aim for the highest possible standards of teaching and learning
- Actively promote the work of the Chemistry department through displays, educational visits, presentations and competitions

### Staff

- Lead and manage members of the department, including teachers and, as relevant, technicians
- Establish a strong sense of teamwork within the department
- Represent the views of members of the department at relevant meetings
- Offer suggestions to senior management regarding staff development and training
- Help senior management to recruit, through interviews and lesson observation, new members of the department
- Help to undertake the appraisal of teachers within the department
- Encourage members of the department to involve themselves in external IB/IGCSE assessment

### Curriculum, Assessment and Resources

- Keep up-to-date with IB/IGCSE curriculum proposals and developments
- Oversee, when necessary, revision of the curriculum and schemes of work
- Ensure that lessons and curriculum content are engaging and challenging
- Ensure, as far as possible, that assessment policies are consistent within the department and also in line with those of the wider Science Faculty
- Analyse assessment data, review progress of students and use this in order to plan support programmes for students who are under-performing
- Support students to produce IAs that are commensurate with their potential
- Promote the use of relevant software and hardware to develop students' learning through ICT
- Liaise with the technicians to ensure effective planning for experiments
- Keep informed of relevant changes to health and safety protocols and pass on such changes to Chemistry teachers
- Undertake regular reviews of safety sections in the Science handbook, amending as necessary
- Read and act on the Chemistry Subject Report released annually by the IB

### Administration

- Co-ordinate the yearly departmental budget, making projections and bids for forthcoming needs
- Arrange and chair scheduled departmental meetings, publishing minutes and Action points
- Attend all relevant meetings requiring the participation of Heads of Department
- Maintain records necessary for Inspection and ensure these are regularly updated
- Advise senior management on the strategic development of the department

- Take a strategic overview of the delivery of relevant extracurricular clubs and societies that promote departmental aims
- Manage and coordinate the key content of relevant pages on the school website
- Promote university courses, prepare students for relevant tests, and keep abreast of requirements for relevant courses, advising students and staff accordingly

Beyond the department, the candidate should also support the wellbeing and personal development of all students, particularly those in a personal tutor group.