



# **JOB PROFILE**

## **Head of Chemistry**

### **JOB PURPOSE:**

To take responsibility for leading, managing and developing all aspects of your specialist subject across all key stages, under the direction of the Head of Science. To help support and develop the teaching practice of your team in order to promote effective learning. To ensure high standards of student achievement within your specialist subject and to monitor and support student progress, ensuring all students realise their potential.

### **KEY ACCOUNTABILITIES:**

#### **A. Strategic Development**

To develop and implement subject policies, plans, targets and practices within the context of the school's aims and policies.

#### **B. Teaching and Learning**

To develop and sustain effective teaching of the subject, evaluate the quality of teaching, assess the standards of students' achievements and set targets for improvement.

#### **C. Demonstrate Leadership**

To provide for all those with involvement in the teaching or support of the subject, the support, challenge, information and development necessary to sustain, motivate and secure improvement in teaching and learning.

#### **D. Efficient Deployment of Staff and Resources**

To develop, monitor and control resources within the teaching area.

**ACCOUNTABLE TO:** Head of Science

# CLASSTEACHER

---

## **A. Strategic Direction and Development**

To contribute to the discussion of the school's aims and policies and participate in the implementation of policies, plans, targets and practices.

### **Key Tasks**

- A1 take responsibility for implementing school policies and practices;
- A2 plan and assess students' learning using knowledge of school policies, Schemes of Work and National Curriculum requirements for the relevant curriculum areas.

## **B. Teaching and Learning**

To secure and sustain effective teaching of the relevant subjects for individuals, groups and classes. Develop the quality of teaching, assess the standards of students' achievements and set targets for improvement.

### **Key Tasks**

- B1 use school policy and National Curriculum requirements to set clear targets for improvement of students' achievement and monitor students' progress towards those targets.
- B2 use appropriate teaching and learning strategies to communicate clear learning objectives and expectations including, where appropriate in relation to: literacy, numeracy and other school targets;
- B3 recognise the level that a student is achieving and make accurate assessments, independently, against attainment targets, where applicable, and performance levels associated with other tests or qualifications relevant to the subject(s) or phase(s) taught;
- B4 plan effectively to ensure that students have the opportunity to meet their potential, notwithstanding differences of race and gender, and taking account of the needs of students who are: underachieving, very able, not yet fluent in English; making use of relevant information and specialist help where available;
- B5 plan effectively, where applicable, to meet the needs of students with Special Educational Needs and, in collaboration with the SENCO, make an appropriate contribution to the preparation, implementation, monitoring and review of Individual Education Plans;
- B6 take appropriate account of ethnic and cultural diversity to enrich the curriculum and raise achievement

## **C. Managing and Working with People**

To lead, manage and work collaboratively with students and, as appropriate, with other adults and colleagues.

### **Key Tasks**

- C1 secure a good standard of student behaviour in the classroom through establishing appropriate rules and high expectations of discipline which students respect, acting to pre-empt and deal with inappropriate behaviour in the context of the Behaviour Policy of the school;
- C2 where applicable, deploy other adults effectively in the classroom, involving them, where appropriate, in the planning and management of students' learning;
- C3 work as a member of a team, planning co-operatively, sharing information, ideas and expertise;
- C4 liaise effectively with students' parents/carers through informative oral and written reports on students' progress and achievements, discussing appropriate targets and encouraging them to support their children's learning, behaviour and progress
- C5 take responsibility for own professional development, setting objectives for improvements, and take action to keep up-to-date with research developments in pedagogy and in the subject(s) taught.

### **D. Deployment of staff and resources**

To develop, monitor and control resources within the teaching area.

### **Key Tasks**

- D1 organise and maintain a stimulating working environment appropriate for a range of activities;
- D2 teach students to take responsibility for resources and the environment;
- D3 ensure that resources are organised and readily available to promote a purposeful environment for teaching and learning to take place.

## ADDITIONAL ACCOUNTABILITIES

**Job Title:** Head of Chemistry

| Accountabilities  | Key Tasks   |
|---|---|
| To manage the effective delivery of Key Stage 3, 4 and 5 Chemistry.                                     | <ul style="list-style-type: none"><li><input type="checkbox"/> Establish a development plan for the subject.</li><li><input type="checkbox"/> Ensure other colleagues are fully briefed and trained.</li><li><input type="checkbox"/> Ensure provision is in line with any relevant statutory requirements.</li><li><input type="checkbox"/> Advise Head of Department of training or resource implications.</li><li><input type="checkbox"/> Monitor and evaluate provision.</li></ul> |
| To manage the effective delivery of a specified aspect (or aspects) of the department's administration. | <ul style="list-style-type: none"><li><input type="checkbox"/> Ensure that there are clear systems and procedures in place.</li><li><input type="checkbox"/> Keep appropriate records.</li></ul>  |
| To conduct effective performance management of designated colleagues within the department              | <ul style="list-style-type: none"><li><input type="checkbox"/> Establish on-going professional dialogue.</li><li><input type="checkbox"/> Observe teaching.</li><li><input type="checkbox"/> Conduct the Performance Management review.</li><li><input type="checkbox"/> Follow up by supporting developmental work.</li></ul>  |
| To provide support for the Head of Department in turning departmental policy into practice              | <ul style="list-style-type: none"><li><input type="checkbox"/> Be a model of good practice.</li><li><input type="checkbox"/> Provide support and guidance for colleagues who are experiencing difficulties.</li></ul>   |
| To monitor and evaluate specified aspects of the departments work.                                      | <ul style="list-style-type: none"><li><input type="checkbox"/> Observe colleagues teaching.</li><li><input type="checkbox"/> Monitor, assess and review students' work.</li></ul>   |

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Head of Chemistry will carry out. The post holder may be required to do other duties appropriate to the level of the role.