

# MORETON SCHOOL JOB DESCRIPTION

## Head of Chemistry

**POST:** HEAD OF CHEMISTRY

**TLR:** TLR2b

The post holder is responsible to the Head of Science

### **Key responsibilities:**

#### **1. Management:**

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|-----------|-----|---|
| Key Tasks | 1.1 | to have shared values and expectations with the team about teaching, learning, relationships and conduct    |
|           | 1.2 | to apply administrative and organisational procedures consistently, with deadlines established and achieved |
|           | 1.3 | to consult in administrative and professional matters, and communicate clearly and effectively              |
|           | 1.4 | to participate in the process of performance management   |
|           | 1.5 | to ensure that teachers delivering chemistry are fully briefed in procedures                                |
|           | 1.6 | to contribute to school evaluation and improvement processes  |
|           | 1.7 | to actively seek the views of staff, parents/carers and students  |

#### **2. Curriculum:**

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|-----------|-----|--|
| Key Tasks | 2.1 | to lead the development of coherent and relevant programmes for learning to meet the needs of all groups of pupils                                     |
|           | 2.2 | to contribute to relevant cross-curricular themes, including, as appropriate, to British values, PSHE, SMSC, literacy, numeracy, communication and ICT |
|           | 2.3 | to provide a wide range of enrichment activities   |
|           | 2.4 | to lead on innovative use of ICT and new technologies in delivery  |
|           | 2.5 | to provide relevant and updated curriculum information about chemistry to parents/carers and governors e.g. through the school website                 |
|           | 2.6 | to provide taster sessions for students considering opting for triple science at KS4   |
|           | 2.7 | to provide opportunities for students to explore relevant career pathways in chemistry   |

### **3. Teaching, learning and assessment:**

- Key Tasks
- 3.1 to lead the monitoring and evaluation of the quality of teaching, learning and assessment within chemistry e.g. through leaning walks and book trawls.
  - 3.2 to model whole school teaching, learning and assessment practices in your own teaching
  - 3.3 to ensure that all students experience an imaginative and vibrant learning environment that enables them to make rapid and sustained progress
  - 3.4 to provide support and advice on classroom management when needed
  - 3.5 to ensure that all students and student groups, including disadvantaged and those with special education needs, are appropriately challenged and provided for, enabling them to make progress in line with other pupils
  - 3.6 to ensure that all students experience a range of learning experiences both in and outside of the classroom to encourage co-operation, responsibility, initiative, self-reliance and independence
  - 3.7 to deploy and monitor the effectiveness of support staff within lessons and where withdrawal groups are deemed necessary
  - 3.8 to ensure that an assessment programme is in place to produce reliable data on pupils' progress and to inform future planning and effective lesson content
  - 3.9 to maintain an assessment folder of students' work used to arrive at progress levels/grades
  - 3.10 to ensure that all pupils are provided with detailed feedback, both orally and through marking, so that they understand how to improve their work
  - 3.11 to ensure that all pupils are set relevant and appropriate homework in accordance with school policy

### **4. Monitoring and reporting:**

- Key Tasks:
- 4.1 to regularly monitor and analyse pupil data to identify pupils or groups of pupils in need of additional support.
  - 4.2 to lead, monitor and evaluate intervention strategies to improve the performance of underachieving pupils or pupil groups
  - 4.3 to ensure that all RoP and annual report deadlines are met and that content has been checked for consistency and quality
  - 4.4 to report on pupil progress to the SLT, governors and other stakeholders
  - 4.5 to ensure that pupil achievement and success is recognised and celebrated through the school's reward system

## **5. Management of resources:**

- Key Tasks:
- 5.1 to ensure that all resources are used responsibly and stored appropriately
  - 5.2 to monitor the use of resources, ensuring high quality design and presentation
  - 5.3 to manage any allocated budget
  - 5.4 to advise on key purchases as appropriate

## **6. Developing self and others:**

- Key Tasks:
- 6.1 through regular observation devise appropriate CPD as appropriate
  - 6.2 to initiate mentoring and coaching of others as appropriate
  - 6.3 to take responsibility for own professional development

## **7. Other duties:**

- Key Tasks:
- 7.1 undertake the role of a Form Tutor
  - 7.2 undertake the role of a Duty Supervision Team member
  - 7.3 any additional duties which may reasonably be required by the Principal from time to time (current School Teachers' Pay and Conditions Document)
  - 7.4 to deputise responsibilities and duties of the Head of Science in their absence