



## HEAD OF CHEMISTRY JOB DESCRIPTION

*Our mission is to develop happy, confident and successful pupils who are well prepared for their future.*

### GENERAL

*The purpose of this job description is to outline the main responsibilities of the Head of Chemistry. It is not restrictive and includes any other reasonable requests that may arise.*

*The safety and well-being of the children in School is paramount at all times. The Head of Chemistry is responsible for promoting and safeguarding the welfare of children for whom they are responsible, or with whom they come into contact. The Head of Chemistry will adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out their duties, the Head of Chemistry becomes aware of any actual or potential risks to the safety or welfare of children in the School, it is their responsibility to report any concerns to the school's Designated Senior Lead for Child Protection or the Head.*

*The Head of Chemistry will be line-managed by the Deputy Head (Academic).*

### KEY RESPONSIBILITIES

#### Leadership and Management of Chemistry

- Lead Chemistry across all sections the school: Pre-Prep (Nursery to Year 2), Prep (Year 3 to 6) and Senior (Year 7 to 11)
- Chair and organise all aspects of the Chemistry Department meetings, at least once a term
- Ensure that any required INSET is provided for Chemistry Teachers
- Hold and manage a budget for Chemistry, ensuring that teachers have the resources they reasonably require
- Manage and organise the facilities that are used for the teaching of the Chemistry
- Actively promote Chemistry to parents and prospective parents

#### GCSE Chemistry

- Encourage each pupil to reach their academic potential through enthusiastic and personalised teaching, tailored stretch and challenge and rigorous record keeping
- Ensure that children are well prepared for all destination senior school examinations and scholarships
- Have a deep understanding and knowledge of the Science National Curriculum and GCSE Chemistry
- Oversee the coordination of part-time or peripatetic staff within Chemistry
- Plan and structure exciting and imaginative schemes of work to ensure that pupils are appropriately challenged, make strong progress and are enthused and inspired by their lessons

#### Relationship with Executive Group Members and Key Staff

- Advise the Deputy Head (Academic) on timetable requirements and staffing of Chemistry



- Advise the Senior Deputy Head on the provision and organisation of any events, clubs, competitions and trips linked to Chemistry
- Attend and contribute positively to all wider Academic Leadership Team (ALT) meetings
- Coordinate and analyse academic data, reporting this to the Deputy Head (Academic)
- Liaise with the Head of Learning Support to ensure that those pupils requiring support are identified and provided for
- Organise all internal assessments and examinations with appropriate colleagues including the Exams Officer and the Deputy Head (Academic)
- Put into practice the agenda and standards set for their subject by the Deputy Head (Academic) through their own Subject Action Plan linked to the School Development Plan
- With the ALT and other Heads of Subjects, monitor the standards of teaching and learning taking place in the school, ensuring that the highest possible standards are being reached
- Work closely with other Heads of Subjects ensuring that, individually and collaboratively, the targets within the School Development Plan, are being met
- Work in collaboration with the Heads of Pre-Prep (Nursery to Year 2), Prep (Year 3 to 6) and Senior (Year 7 to 11) regarding the delivery and development of the subject in their sections
- Work with the Director of Marketing & Admissions to promote and publicise, both internally and externally, the work and achievements of the pupils in Chemistry

## **Other Responsibilities**

- Attend and contribute positively to all meetings to which they are required to attend
- Be prepared to teach other subjects if required
- Be proactive and interested in keeping the school up-to-date over the latest educational issues for their subject, attending courses as appropriate
- Be proficient in, and supportive of, using technology to support learning
- Complete all policies relevant to the role
- Complete all risk assessments relevant to the role
- Ensure that all Schemes of Work are in place and up-to-date
- Potentially combine the role with other responsibilities from different tiers of the school's leadership and management structure
- Undertake any reasonable additional task in respect of the needs of the school at the request of the Headteacher or Senior Deputy Head

***No job description can cover all aspects of a role and consequently responsibilities are likely to evolve and change overtime.***