



## Your Academy....Your Future

<b>Post Title</b>	Head of Chemistry
<b>Main Purpose of the Job</b>	<ul style="list-style-type: none"> <li>• To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.</li> <li>• To be accountable for student progress and development within the subject area.</li> <li>• To develop and enhance the teaching practice of others.</li> <li>• To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and the Principal of the Academy.</li> <li>• To be accountable for leading, managing and developing the subject/curriculum area.</li> <li>• To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.</li> </ul>
<b>Responsible to</b>	Director of Science
<b>School Type</b>	The Academy is a publicly funded independent secondary school for pupils aged 11 to 16.
<b>Grade</b>	MPS + TLR 2b
<b>Working Time</b>	Full Time
<b>Disclosure Level</b>	Enhanced
<b>Expectations</b>	<p><b>There is an expectation that all adults who work at Castle View Enterprise Academy will:</b></p> <ul style="list-style-type: none"> <li>• Create opportunities to support the Academy vision.</li> <li>• Have respect and care for students and all other adults.</li> <li>• Set the highest possible standards through the way in which we behave, talk to each other and strive for excellence in all that we do.</li> <li>• Support the Academy uniform policy for students and echo this through professional and business-like mode of dress.</li> <li>• Contribute to the Academy enrichment programme.</li> </ul>

<b>Operational/ Strategic Planning</b>	<ul style="list-style-type: none"> <li>• To lead the development of appropriate specifications, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.</li> <li>• The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.</li> <li>• To actively monitor and follow up student progress, set up teaching systems and establish interventions for under achieving students.</li> <li>• To implement school policies and procedures, e.g. Equal Opportunities, Health and Safety, COSHH etc.</li> <li>• To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy.</li> <li>• To lead and manage the business planning function of the department and endeavour to ensure that the planning activities in the department reflect the needs of students within the subject area, development plan and the aims and objectives of the school.</li> <li>• To attend meetings as required.</li> <li>• To endeavour to ensure that Health and Safety policies and practices, including Risk Assessments, throughout the department are in-line with national requirements and are updated where necessary, therefore liaising with the Health and Safety Manager.</li> </ul>
<b>Curriculum Provision</b>	<ul style="list-style-type: none"> <li>• To liaise with the Director of Science to ensure the delivery of an appropriate, comprehensive, high quality and a cost-effective curriculum programme which complements the Academy Improvement Plan.</li> </ul>
<b>Curriculum Development</b>	<ul style="list-style-type: none"> <li>• To lead curriculum development for the whole department.</li> <li>• To keep up to date with national developments in subject areas, teaching practice and methodology.</li> <li>• To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.</li> <li>• To liaise with the Director of Science to maintain accreditation with the relevant examination and validating bodies.</li> <li>• To be responsible for the development of Key Skills and Functional Skills in own subject area.</li> <li>• To ensure that the development of own curriculum area is in line with national developments.</li> </ul>
<b>Staffing</b>  <ul style="list-style-type: none"> <li>• <b>Staff Development</b></li> <li>• <b>Recruitment/ Deployment of Staff</b></li> </ul>	<ul style="list-style-type: none"> <li>• To work with the Director of Science and Vice Principal to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>• To continue own professional development as agreed with the Director of Science.</li> <li>• To be responsible for the efficient and effective deployment of the Chemistry support staff.</li> <li>• To undertake Performance Management reviews and to act as reviewer for a group of staff within the designated department.</li> </ul>

	<ul style="list-style-type: none"> <li>• To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the relevant staff.</li> <li>• To participate in the interview process for teaching posts when required and endeavour to ensure effective induction of new staff in line with Academy procedures.</li> <li>• To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>• To participate in the school's ITT programme.</li> <li>• To be responsible for the day-to-day management of staff within the designated department and act as a positive role model, leading by example.</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>• To ensure the effective operation of quality control systems.</li> <li>• To establish the process of the setting of targets within the department and to work towards their achievement.</li> <li>• To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles.</li> <li>• To contribute to the school procedures for lesson observations.</li> <li>• To implement school quality procedures and endeavour to ensure adherence to those within the department.</li> <li>• To monitor and evaluate the department in line with agreed school procedures including evaluation against quality standards and performance criteria.</li> <li>• To seek / implement modification and improvement where required.</li> <li>• To ensure that the departments quality procedures meet the requirements of the Academy Development Plan.</li> </ul>
<b>Management Information</b>	<ul style="list-style-type: none"> <li>• To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.</li> <li>• To make use of analysis and evaluate performance data provided.</li> <li>• To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.</li> <li>• To produce reports within the quality assurance cycle for the department.</li> <li>• To produce reports on examination performance, including the use of value-added data.</li> <li>• To manage the departments collection of data in conjunction with the relevant Vice Principal.</li> <li>• To provide the trust board with relevant information relating to the departmental performance and development.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• To ensure that all members of the department are familiar with its aims and objectives.</li> <li>• To ensure effective communication / consultation as appropriate with the parents of students.</li> <li>• To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.</li> </ul>

	<ul style="list-style-type: none"> <li>• To lead the development of effective subject links with partner schools and the community, promoting subjects effectively as liaison events in the Academy, partner schools and the wider community.</li> <li>• To actively promote the development of effective subject links with external agencies.</li> <li>• To provide information for school reports and newsletters.</li> </ul>
<b>Marketing and Liaison</b>	<ul style="list-style-type: none"> <li>• To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases.</li> <li>• To lead the development of effective subject links with partner schools and the community; to attend parents' evenings and other relevant events.</li> <li>• To actively promote the development of effective subject links with external agencies.</li> </ul>
<b>Management of Resources</b>	<ul style="list-style-type: none"> <li>• To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.</li> <li>• To work with the Director of Science in order to ensure that the departments teaching commitments are effectively and efficiently time-tabled and roomed.</li> </ul>
<b>Pastoral System</b>	<ul style="list-style-type: none"> <li>• To be a form tutor to an assigned group of students.</li> <li>• To promote the general progress and well-being of individual students and of the tutor group as a whole.</li> <li>• To liaise with the Year Team and Welfare Officers to ensure the implementation of the schools pastoral system.</li> <li>• To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.</li> <li>• To evaluate and monitor the progress of students and keep up-to-date student records as may be required.</li> <li>• To oversee student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow up procedures are adhered to and that appropriate action is taken where necessary.</li> <li>• To contribute to the preparation of action plans, progress files and other reports.</li> <li>• To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>• To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.</li> <li>• To contribute to PSHCE and citizenship and enterprise according to school policy and the Academy specialism.</li> <li>• To apply the behaviour management systems so that effective learning can take place.</li> <li>• To be responsible for behaviour management within the Academy zone.</li> </ul>

<b>Teaching</b>	<ul style="list-style-type: none"> <li>• To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage and endeavour to ensure staff and students to follow this example.</li> <li>• Support the Academy in meeting its legal requirements for worship.</li> <li>• Actively promote the Academy's corporate policies.</li> <li>• Comply with the Academy's health and safety policy and undertake risk assessment as appropriate.</li> <li>• Carry out other reasonable tasks from time to time as directed by the Principal.</li> </ul>
<b>Other Specific Duties</b>	<ul style="list-style-type: none"> <li>• To continue personal development as agreed.</li> <li>• To engage actively in the performance review process.</li> <li>• To undertake any other duty as specified by STPCB not mentioned in the above.</li> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> <li>• Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</li> <li>• Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</li> <li>• The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</li> </ul>

*Castle View Enterprise Academy is committed to promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

<b>SIGNED</b> (Line Manager)	
<b>SIGNED</b> (Post Holder)	
<b>Date</b> (to be reviewed)	

## Person Specification

CRITERIA	ESSENTIAL = E DESIRABLE =D
<b>Experience</b>	
A positive and successful teaching experience whilst training/working.	<b>E</b>
Subject leadership role	<b>D</b>
Experience of full time teaching.	<b>E</b>
Experience of leading and managing staff.	<b>D</b>
Experience of Budget management	<b>D</b>
Experience of Department Self Evaluation	<b>D</b>
<b>Qualifications &amp; Training</b>	
A teaching qualification in a Chemistry subject	<b>E</b>
Experience of teaching and assessing Chemistry Courses.	<b>D</b>
Knowledge of exam board specifications in Chemistry	<b>E</b>
Knowledge of Assessment procedures for Chemistry qualifications	<b>E</b>
<b>Skills, Knowledge &amp; Aptitude</b>	
A sound knowledge and experience of teaching Chemistry	<b>E</b>
A clear understanding about how children learn.	<b>E</b>
A sound base of experience in effective classroom management.	<b>E</b>
An ability to form positive relationships with students.	<b>E</b>
Exceptional ICT skills and experience of a cross curricular approach.	<b>D</b>
<b>Attributes</b>	
Able to show initiative and insight in order to inspire students	<b>E</b>
Setting of high standards for self and students.	<b>E</b>
Committed to hard work.	<b>E</b>
An ability to respond effectively to challenging behaviour.	<b>E</b>
A wish to introduce new ideas for the benefit of students and the department.	<b>D</b>
Sense of humour.	<b>D</b>
<b>Other Requirements</b>	
A willingness to contribute to the extra-curricular activities within the faculty.	<b>E</b>
Experience in a range of extra-curricular activities.	<b>D</b>