

**St Katherine’s School**

**Job Description**

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| **Post Title:** | **Teacher /Chemistry Lead** |
| **Purpose:** | * To create an atmosphere within which the Teaching and Learning of Chemistry is able to flourish. * To promote Chemistry throughout the school * To support the Head of Faculty in providing overall leadership of the curriculum team within the school’s management structure (and systems) ensuring that all team colleagues are able to make a full contribution to the curriculum and related matters * To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support the Science Faculty as appropriate. * To monitor and support the overall progress and development of students * To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. * To contribute to raising standards of student attainment. * To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth. |
| **Reporting to:** | Head of Faculty |
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| **Responsible for:** | The provision of a full learning experience and support for students and the quality of teaching and learning in Chemistry. |
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| **Liaising with:** | Teaching/support staff, Trust representatives, external agencies and parents. |
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| **Working Time:** | 195 days per year. Full-time |
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| **Salary/Grade:** | TLR 2B |
| **Subject Lead responsibilities** | Overall, to students, colleagues and parents for the quality of teaching and learning in Chemistry.  More specifically, be responsible for:   * The development, delivery and evaluation of Chemistry. * Assessment, Recording and Reporting procedures * The management of the Chemistry resources including the teaching and learning environment. * The professional support of all colleagues who teach Chemistry. * The development and management of effective links:   + within our school e.g. cross-curricular, with house/year teams and support colleagues   + outside our school e.g. Exam Boards, publishers, community interest groups, partner schools. |
| **CORE TEACHING DUTIES** | |
| **Operational/ Strategic Planning** | * To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Science Faculty * To contribute to the Curriculum Area development plan and its implementation. * To plan and prepare courses and lessons. * To contribute to the whole school’s planning activities. |
| **Curriculum Provision:** | To ensure that the curriculum area provides a range of teaching which complement the school’s strategic objectives. |
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| **Curriculum Development:** | To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school’s vision and Strategic Objectives. |
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| **Staffing**  **Staff Development:**  **Recruitment/ Deployment of Staff** | * To take part in the school’s staff development programme by participating in arrangements for further training and professional development. * To continue personal development in the relevant areas including subject knowledge and teaching methods. * To engage actively in the Professional Development Review process. * To ensure the effective/efficient deployment of classroom support * To work as a member of a designated team and to contribute positively to effective working relations within the school. |
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| **Quality Assurance:** | * To help to implement school quality procedures and to adhere to those. * To contribute to the process of monitoring and evaluation of the Science curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. * To review from time to time methods of teaching and programmes of work. * To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school. |
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| **Management Information:** | * To maintain appropriate records and to provide relevant accurate and up-to-date information. * To complete the relevant documentation to assist in the tracking of students. * To track student progress and use information to inform teaching and learning. |
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| **Communications:** | * To communicate effectively with the parents of students as appropriate. * Where appropriate, to communicate and co-operate with persons or bodies outside the school. * To follow agreed policies for communications in the school. |
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| **Marketing and Liaison:** | * To take part in marketing and liaison activities such as Open Evenings Parents Evenings, Review days and liaison events with partner schools. * To contribute to the development of effective subject links with external agencies. |
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| **Management of Resources:** | * To contribute to the process of the ordering and allocation of equipment and materials. * To assist the Head of Faculty to identify resource needs and to contribute to the efficient/effective use of physical resources. * To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students. |
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| **Pastoral System:** | * To evaluate and monitor the progress of students and keep up-to-date student records as may be required. * To contribute to the preparation of Action Plans and progress files and other reports. * To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. * 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 * To apply the Behaviour management systems so that effective learning can take place. |
| **Teaching:** | * To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere. * To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. * To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. * To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students * To undertake a designated programme of teaching. * To ensure a high quality learning experience for students which meet internal and external quality standards. * To prepare and update subject materials. * To use a variety of delivery methods which stimulate learning appropriate to student needs and the demands of the syllabus. * To maintain discipline in accordance with the school’s procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. * To undertake assessment of students as requested by external examination bodies, departmental and school procedures. * To mark, grade and give written/verbal and diagnostic feedback as required. |
| **Other Specific Duties**: | |
| * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. * To actively promote the Trust and school’s corporate policies. * To continue personal development as agreed. * To comply with the school’s Health and safety policy and undertake risk assessments as appropriate. * Comply with the school's Safeguarding policy and procedures and staff code of conduct * To undertake any other relevant duty not mentioned in the above.   Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. | |

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| 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.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  Cathedral Schools Trust is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status.  We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service. |
| This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. |

**PERSON SPECIFICATION Head of Chemistry**

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|  | **Essential Requirement** | **Desirable Requirements** |
| **Experience** | Good or outstanding classroom teacher  Successful teaching of Chemistry in one or more Secondary Schools. Experience of successfully planning, delivery and evaluating schemes of work.  Ability to teach Chemistry across the Key Stages, including post 16. | A range of teaching experiences and some departmental management responsibility |
| **Qualifications** | Relevant Degree  Qualified Teacher Status  Evidence of further professional development relevant to post |  |
| **Knowledge and Skills** | Good working knowledge of the designated curriculum areas.  A good level of organisational skills  Good interpersonal and communication skills and the ability to relate well to students, colleagues, parents and Governors  Computer literate | Ability to deliver appropriate aspects of ICT |
| **Aptitudes** | A commitment to provide a quality education to students.  Personal integrity, dedication and commitment to the school  Ability to work effectively with optimism.  Energy, enthusiasm and perseverance and the ability to maintain personal drive and energy.  Ability to inspire and motivate others  Ability to lead and manage other staff teaching of Chemistry.  Clear vision for the on-going development of the subject and have the ability to drive up standards  Capacity to work hard, under pressure, to meet deadlines | Flexibility to a willingness to become involved in new curriculum initiatives. |
| **Other** | Positive commitment to personal development  Suitable to work with Children /DBS Barred list and enhanced disclosure check  Willingness to work irregular hours on occasions |  |

***St Katherine’s is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to DBS Barred list and Enhanced Disclosure checks.***

May 2022