**Job Description: Head of Chemistry**

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| **Post Details** |  |
| **School/setting:** | Twynham School |
| **Post type:** | Teaching staff |
| **Grade/Pay Level:** | Teachers Main/Upper Pay Scale plus TLR 2.1 |
| **Responsible to:** | Associate Headteacher |

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| **Main Purpose** |
| Lead and inspire excellence in Chemistry throughout the school.  Improve student outcomes across Twynham School by promoting high standards of achievement.  Support the team in consistently adopting a "deep green" ethos that fosters high aspirations and excellent progress for all students.  Oversee the effective implementation of the TL Secondary Chemistry curriculum at Key Stage 5, with responsibility for its development and leadership.  Collaborate with the Head of Science to ensure the curriculum remains broad, balanced, and relevant, in line with the school’s aims and policies set by the Governing Body and Executive Headteacher.  Be accountable for maintaining high standards of learning and student outcomes across Twynham School.  Ensure the successful application of intervention strategies in Chemistry for all year groups, ensuring excellent progress for every student.  Lead the dissemination and sharing of best practices in teaching and learning within the science department. |

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| **Duties and Responsibilities** |
| * To be ultimately responsible for the effective implementation of a world class curriculum in Chemistry at Twynham School. * To be accountable for the outcomes of all qualifications delivered within the Twynham School Chemistry curriculum. * To responsible for raising attainment and maintaining high standards in the department at Twynham School in all Key Stages. * To ensure the effective day to day running of the department at Twynham School, including maintaining resourcing and equipment. * To support in any inspection, review or visit to Twynham School related to Chemistry. * To maintain up to date curriculum documentation for Chemistry. * To be responsible for the close tracking and monitoring of students in all key stages and using relevant data to identify students for whom additional intervention is needed to ensure gaps in cohort progress are closed. * To be responsible for overseeing the implementation of effective intervention strategies making effective use of staff to ensure that gaps in cohort progress are closed. * To be the initial point of contact for staff at Twynham School in the department, ensuring that teaching staff absence is covered in consultation with the Cover Manager and that appropriate work is provided. * To ensure all teachers in the department set relevant homework and adhere to all departmental policies. * To ensure effective deployment of staff and to be mindful of work/life balance for members of staff within the department. * To be responsible for ensuring the subject area of the student gateway is kept up to date, relevant and is easily accessible to students providing excellent opportunities for independent learning. * Take responsibility for the effective evaluation and quality assurance of curriculum implementation and to lead subsequent reviews and intervention as required. * Identify key departmental priorities, provide accurate self-evaluation and develop relevant action plans to ensure the department is working towards excellence. * To be responsible for the successful implementation of the Department Development Plan ensuring that improvement priorities are accurately identified and that the action plan is regularly reviewed and updated. * Ensure the capitation budget is managed effectively and efficiently. * To provide accurate and timely evaluation of the Chemistry curriculum and staffing as required by senior leaders across the trust. * To ensure robust analysis of the curriculum impact, using internal and external data alongside qualitative measures to ensure excellent outcomes for all students. * To provide accurate and timely reports to senior leaders as required. * To be responsible for the performance management of staff as directed by the Associate Headteacher. * To line-manage staff as directed by the Associate Headteacher. * Actively monitor and respond to developments and initiatives in Chemistry at national, regional and local levels. * To teach key student groups as required to ensure identified gaps are closed. * Ensure that an effective subject-specific CPD programme is in place for all teachers in Chemistry and that they have access to high quality training and development based on evidence informed and research-led thinking. * To develop an ambitious and wide-ranging extra-curricular programme in Chemistry that provides a range of enriching opportunities which is available to all our students. * To support other senior leaders in the recruitment process, organising interview lesson observations and providing accurate feedback to selection panels where appropriate. * To support the Operations Manager in overseeing any Health and Safety concerns and issues related to the Chemistry department at Twynham School. * To be responsible for the effective management of the Chemistry facilities at Twynham School. * To support the TL Performance Management and appraisal processes, being an appraiser for identified staff and ensuring that high standards of performance are both set and met in line with trust policy. * To play a full part in the life of the trust community, to support its vision, mission and values. * To support the work of Twynham Learning MAT which at times may require supporting other schools within the MAT as agreed in consultation with the postholder. * To support the work of Two Rivers Institute which, at times, may require supporting schools locally or delivering CPD through TRI as agreed in consultation with the postholder. |

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| **Safeguarding Duties and Responsibilities** |
| * Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies. |

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| **Twynham Learning Attributes for all Staff** | |
| * Ambition for excellence * Professionalism * Humility * Championing change | * Inclusiveness * Positivity * Community-mindedness * Being collaborative |

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| **Qualifications, Knowledge, Skills and Attributes Required** |
| **Essential:**   |  | | --- | | * An honours degree (or equivalent) in Chemistry or a related discipline * Qualified Teacher Status (QTS) * Proven experience of improving outcomes for students in Chemistry as a classroom teacher * Successful experience of teaching Chemistry across Key Stage 3-4 in a state 11-16 or 11-18 school * Experience of leading staff and responsibility for outcomes of a cohort of students beyond your own classroom * Acute understanding of the current Ofsted framework and the application of the Quality of Education judgement within the Chemistry curriculum. * An understanding of effective pedagogy. * Successful experience of curriculum design. * Excellent classroom management skills. * High-energy and passionate individual with a clear moral purpose which is driven by a desire to improve the life chances of young people. * Ambitious for whole school leadership and a desire to work on aspects of school improvement beyond the Chemistry department. * Ability to use a range of leadership styles including “pace-setting” and challenge as leadership tools to bring about transformational change. * A commitment to the highest standards of child protection and safeguarding. * Highly emotionally resilient. * A reflective practitioner with a history of expertise in classroom pedagogy and the ability to improve outcomes for students. * An ability to inspire and relate well to the whole community. * An emotionally intelligent colleague who can adapt to a range of situations and communicate with various stakeholders including students, parents and other colleagues and professionals. * A team player who is comfortable in both providing and responding to professional challenge. * A commitment to and evidence of professional development of both yourself and others. * A commitment to engaging with evidence and research to inform practice. * Outgoing and enthusiastic with a positive “can-do” attitude and a solution-focused approach. * A sense of humour. | | **Desirable:**   * First class or Upper second-class degree in Chemistry or a related discipline * A background of working in a department with” above average” progress data * Successful teaching experience of A-level Chemistry * Evidence of further leadership development * Experience of working across a range of school environments * Experience of involvement in successful (good or outstanding) Ofsted inspection * Experience of leading school trips and a commitment to the encouraging extra-curricular activities * A knowledge of the changing national education agenda * Ability to travel independently between locations during the working day, as required | |  | |

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| **Other Duties** |
| All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time. |

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| **Notes** |
| This job description may be amended at any time in consultation with the postholder. |

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| **Key to Acronyms Used/Glossary of Terms Used in this Job Description** | |
| * TLR = Teaching & Learning Responsibility Payment * TL = Twynham Learning * CPD = Continuous Professional Development * TGS = The Grange School | * TRI = Two Rivers Institute * MAT = Multi Academy Trust |