



Head of Department
Chemistry
TLR 2C (£6,895)
Required for January 2023

The Governors of The King's School are looking to appoint a suitably qualified Head of Chemistry who is able to contribute to, and lead a dynamic, collaborative team. The successful applicant will be a member of a team of four specialist Chemistry teachers and a technician, which is part the wider Science department of twelve teachers and 3 technicians.

Chemistry is a very popular subject at our School. A considerable number of our students move onto study Chemistry related courses at University and students have also had great success gaining access to medicine or veterinary degrees. Our students are highly motivated and scientifically inquisitive making teaching Science at King's a stimulating and rewarding experience.

There will be opportunity to contribute to school life in academic and extra-curricular areas which are both aspects of our rich history of which we are justifiably proud. The King's School was graded Outstanding by OFSTED in March 2013.

This job description forms part of the contract of employment of the successful applicant. The appointment is subject to the conditions of employment of Teachers contained in the School Teachers' Pay and Conditions document and other current educational and employment legislation.

Responsible to: SLT Line Manager for Chemistry

Responsible for all members of staff who teach Chemistry. There will also be responsibility for all extra-curricular activities relating to Chemistry.

Values and Ethos

- To support The King's (The Cathedral) School ethos as a Church of England school.

The Role

- To lead, manage and co-ordinate the strategic development of Chemistry in order to maintain good, and outstanding, achievement and progress within the School.
- To lead, monitor and evaluate the development of teaching and learning strategies, including marking and assessment, within Chemistry and the wider School.
- To be accountable for student attainment and progress in Chemistry, ensuring every student achieves/exceeds, their potential.
- To be accountable for promoting and safeguarding students' welfare and personal development as part of a departmental and school approach.
- To take a full role within the School community as a middle leader.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- Joint leadership of the Science department with the Heads of Biology and Physics.

Strategic Development and Managing Resources

- To contribute to the performance management process with regards to the evaluation, and improvement, of learning and teaching.
- To produce a departmental Self Evaluation Form, termly review documents and a related improvement plan.
- To draft, manage and maintain the schemes of work for (and in collaboration with) colleagues.
- To oversee the setting of work for absent colleagues.

Teaching and Learning

- To teach Chemistry up to and including KS5.
- To maintain appropriate records and to provide relevant, accurate and up-to-date information for SIMs, registers.
- To complete the relevant documentation to assist in the tracking of students.
- To set expectations for staff and students in relation to standards of achievement and progress and the quality of teaching and learning.
- To prioritise and manage time effectively, ensuring continued professional development in line with the role.
- To lead the development of appropriate syllabuses, resources, schemes of learning, marking policies and teaching strategies.
- To support A Level students in their university aspiration to read Chemistry.
- To promote Chemistry learning through extra-curricular activities.
- To ensure a high quality learning environment within the Chemistry classroom.

Assessment, Feedback and Tracking

- To lead, monitor and evaluate the assessment and feedback provided for students in line with whole school and department policy.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To undertake assessment of students as requested by external examination bodies.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To organise department tracking of student progress and use information to inform teaching and learning.
- To manage and co-ordinate assessment arrangements in Chemistry, including standardising those assessments.

Staff Development

- To continue personal development in the relevant areas including subject knowledge, teaching methods and exam board training.
- To engage actively in the Performance Management process.
- To conduct regular lesson observations and to provide regular feedback for colleagues in a way which recognises good practice and results in tangible impact on student learning.
- To establish clear expectations and constructive relationships among staff.
- To contribute towards the induction and mentoring of newly qualified teachers and to participate in the initial teacher training programme within the school.
- To take part in the staff development programme by participating in arrangements for further training and professional development.

Student Support and Progress

- To be a Form Tutor to an assigned group of students if and when required.

- To promote the general progress and well-being of individual students and the Tutor Group as a whole.
- To liaise with the relevant pastoral leaders over any welfare and safeguarding issues.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To communicate, as appropriate, with the parents/carers of students, and with persons or bodies outside the School, concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to the Learning for Life and Enrichment Programme in the Sixth Form when required.
- To apply the Behaviour Policy so that effective learning can take place.
- To provide support to colleagues in all matters relating to teaching including classroom management and student behaviour.
- To meet with students over whom there are concerns and contact home where necessary, in conjunction with the Pupil Support Officers (PSOs) and Academic Heads of Year (AHOYs).
- To establish target setting and progress reviews for students following A Level courses.

Safeguarding

- To be keenly aware of the responsibility for safeguarding children and to help lead the application of the Safeguarding Policy within the school and to comply with the school's Safeguarding Policy, in order to ensure the welfare of children and young people.

Personal Responsibilities

- 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 support the School in meeting its legal requirements for worship.
- To actively promote School policies and procedures.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- To undertake duties on a rota basis.
- To attend meetings scheduled in the school calendar.
- To set cover work during any leave of absence.
- To adhere to the School's Safeguarding Policy.
- To attend Governors meetings as and when required.

Note

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

Curriculum

All students at The King's School study Science until the end of Year 11. Students follow a Key Stage 3 Scheme of Learning that seeks to inspire curiosity in Science and give a grounding in basic scientific knowledge as well as developing excellent scientific enquiry skills. KS3 lessons are driven by practicals and allow teachers the flexibility to use creative approaches in the classroom.

Key Stage 4 students follow the AQA GCSE Science courses. Students either study Combined Science or Separate Science, depending on ability and teaching group.

In the Sixth Form, many students choose to study Chemistry A Level. In Year 12 there are four groups with a total of 71 students and in Year 13 there are four groups with a total of 77 students.

Facilities

The Science department occupies a very well appointed suite of specialist laboratories, 4 of these were upgraded during the summer following a significant funding allocation. Each Science area incorporates a large preparation room and we have two ICT suites. We have highly skilled and knowledgeable technicians who are able to offer expert advice in preparing class practicals and demonstrations.

The whole Science department use a shared work area, facilitating excellent opportunities for communication and enabling supportive, professional working relationships amongst staff across the three Science disciplines, this is in addition to regular meetings within curriculum areas and across the whole department.

The Science department are a strong team with particular focus on continuously developing teaching and learning of Science. All teaching staff contribute to detailed Schemes of Learning which constantly evolve to incorporate innovative ideas and new developments.

Applications

We are seeking to invite a teacher to join our team and to contribute enthusiastically and creatively to leading, maintaining and moving forward an outstanding Curriculum Area.

Please apply using the school application form available from our website www.kings.peterborough.sch.uk and include a letter of application to Mr J Harrison, Headteacher, The King's (The Cathedral) School, Park Road, Peterborough, PE1 2UE.