

About the role

The position of Head of Chemistry offers a knowledgeable, ambitious and dynamic individual an exciting and highly rewarding leadership opportunity. The successful candidate will offer skill, enthusiasm and a passion for their subject which will inspire our students. They should be inspirational leaders of the staff within their team. Candidates will be expected to evaluate the department and provide strong direction and an ambitious vision for the future of Chemistry at Halliford School. Excitingly, this role comes with the potential opportunity to lead not only your department but the Science Department overall for those who may be looking for further leadership opportunities - please see the details contained in the separate Head of Science Job Description.

The Chemistry department is currently staffed by 2 full time and one part time staff, who work closely together as a team. The department is ably supported by two full time science technicians who are shared across the Science Department. The department shares an office with the Biology and Physics teachers ensuring free exchange of resources and ideas. Each teacher has their own, well-equipped teaching laboratory with interactive LCD screen and the space to complete practical work owing to our small class sizes (maximum of 24 at GCSE but in most cases 20).

In Year 7 Students at Halliford are taught 'Science' by one teacher (across 4 x 40 minute lessons per week) before splitting the subject into separate disciplines in Year 8 (2 x 40 minutes per discipline per week). All students commence their GCSE in Chemistry in Year 9 (with 2 x 40 minute lessons per week) following the AQA Chemistry Course (i.e. separate sciences). At the start of Year 10, however, students make a decision, with parental and staff input, whether to continue with 'Separate Sciences' or to switch to the AQA Combined Science: Trilogy course. Students continue, regardless of their chosen qualification pathway to study Chemistry in 3 x 40 minute lessons until the GCSE examinations.

At A Level, Students study the AQA Chemistry A level Specification and are endorsed in line with CPAC requirements for their required practical work. A level classes benefit from 8 x 40 minute lessons per week.

Co-curricularly, students currently compete in the Surrey SATRO (Scientific Problem Solving) competition, the RSC 'Top of the Bench Competitions as well as the Chemistry Olympiads in the Upper and Lower Sixth. We look forward to the successful candidate growing further opportunities for our students.

The Head of Chemistry would work alongside the Heads of Biology and Physics to ensure students at Halliford receive inspirational and caring teaching leading to excellent outcomes, enabling them to access the best and most appropriate higher education courses. One of these colleagues will also be the overall Head of Science responsible for co-ordinating the overall Science Department.

Job description

Salary

The post holder will be paid on the appropriate point of the Halliford School Teacher's Pay Scale. We have our own pay scale, which is significantly competitive and well above the maintained sector.

Come as you are. Go as all you can be.

Lines of Responsibility

The Head of Chemistry is responsible to the Headmaster for the overall strategic direction of Chemistry at the school, but in line with all other Heads of Department they will be responsible to the Deputy Head Academic on curriculum matters and the Deputy Head Pastoral for pastoral and operational issues.

Management Responsibilities

- Overall responsibility for the professional leadership, management and promotion of Chemistry within the life of Halliford School
- Responsible to the Headmaster via the Deputy Head Academic for the vision, policies, and culture of their department and for establishing these within the larger framework of Halliford School and our strategic plan, particularly in relation to teaching and learning
- Provide strong academic leadership. They should lead, manage, and develop the department to ensure it achieves the highest possible standards of excellence in all its activities enabling students to progress to the highest levels in their subject
- Ensure students experience an educational programme that is personalised to their individual needs, identified through a robust assessment system
- Rigorously monitor learning outcomes, standards and attainment to ensure teaching and learning is consistently excellent
- Use school policies and procedures to monitor, evaluate and develop the outcomes for their department, including observations, performance review and development, book looks and reporting.
- Take responsibility for budgeting and expenditure within the department
- Promote the department to students and parents in its widest sense and liaise regularly with the Marketing Manager to provide opportunities to celebrate student success within the department
- Organise and promote departmental co-curricular activities and trips and visits with the support of the Assistant Head Co-Curricular
- Ensure the departmental laboratories are attractive, safe, productive and inspiring environments for all learners with suitable displays of student work
- Maintain connections with those leading their subject area at university level to support student progress to further education
- Develop and update a Department Development Plan and Self Evaluation document annually

Performance Management

- Line management responsibility for Teachers in the Chemistry Department
- Develop their own leadership skills to ensure the confident management of the performance of the department
- Act as a role model for other members of staff in the pursuit of academic excellence

- Ensure the performance of individual staff is managed appropriately and offer as much support as is needed to enable each member of the department to contribute fully and develop their skills and experience, liaising with SMT as required
- Put in place the necessary evaluation and monitoring procedures to ensure improvement including termly work scrutiny, moderation of marking, monitoring attendance, regular lesson observations
- Meet with the Headmaster and Deputy Head Academic at the start of the academic year to review the performance of the department over the previous academic year and to present specific targets for the current academic year
- Engender a culture of excellence, cooperation and respect within the department
- Responsible for providing appropriate induction to all staff joining the department, including acting as an ECT mentor as necessary
- Contribute to the professional review and development programme, identifying training needs and encourage departmental staff to undertake INSET and other forms of professional CPD as appropriate

Students & Parents

- Ensure all students develop as strong learners, make good progress and ensure the appropriate use of IT within the department to allow students to use MS Go devices positively in support of their learning
- Ensure the department adheres to the school's assessment and marking policy and students develop good learning behaviour in the classroom
- Ensure students are taught according to their educational needs and abilities, organising appropriate setting and overseeing good student discipline in the department
- Respond in a timely manner to any queries or concerns from parents and seek to keep them informed of any concerns about their child in good time

Teaching & Learning

- Keep abreast of developments in the department's subject and take appropriate action to update the curriculum as necessary
- Keep detailed records to show long, medium and short-term planning that establishes a culture of strong student progression
- Take responsibility for examination specifications, schemes of work, departmental handbook, keeping such matters under constant review
- Overseeing entry procedures according to the instructions of the Examinations Officer and should meet all the requirements of examination boards in respect of such items as non-examined assessment work and estimated grades
- Ensure students are prepared for public examinations by monitoring the teaching of the current syllabus, providing resources and guidance to allow students to revise effectively, and communicating appropriate academic information to parents
- Develop a stimulating and inspiring scheme of work for Chemistry across the year groups that seeks to develop a lifelong love of the subject
- Maintain departmental resources and an inventory of items in the Department
- Promote this popular subject to students in Year 11 as well as to external students looking to join the Sixth Form and liaise with the wider community and professional bodies
- Chair regular departmental meetings to ensure that clear actions and development plans are discussed, recorded and implemented against the Departmental Development Plan
- Attend school on the days when public examination results are published in order to provide guidance for students and professional advice for colleagues

Pastoral

- Undertake the duties of a form tutor within one of the school houses
- Develop positive working relationships and lines of communication with the members of your tutor group and their parents / guardians
- Deliver the school's PSHE programme to your tutor group with the support of the Head of PSHE
- Ensure you deliver the very highest levels of Safeguarding and Child protection at all times

Co-Curricular & Whole School

- Take a full and active role in the co-curricular programme on offer at the School
- Organise and participate in educational visits, departmental events, School Open Days and Entrance Examination Day
- Participate once a week as a member of the staff duty team

Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child Protection. The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment). The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body. The post-holder would also be expected to carry out any other duties that are reasonably assigned by the Headmaster.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed. This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

	Essential	Desirable	Primary means of assessment
Subject Delivery			
Have a good Honours Degree in Chemistry	✓		Application Form
Evidence of qualification to teach Chemistry to A Level	✓		Application Form
Demonstrate they have maintained an up-to-date knowledge of subject and teaching methodologies	✓		Supporting Letter / Application Form
Have a good understanding of assessment and public examinations	✓		Supporting Letter
Have Qualified Teacher Status / PGCE or be willing to undertake this qualification at the School	✓		Application Form
Have high expectations of students	✓		Interview
Be able to communicate effectively with students age 11 - 18	✓		Interview
Be able to communicate effectively with colleagues	✓		Interview
Work well as part of a small and dedicated team	✓		Interview
Have a good range of teaching strategies to foster excellence	✓		Interview
Be able to effectively use data to help students achieve their full potential		✓	Supporting Letter
Demonstrate knowledge of how to plan for effective learning with a range of teaching strategies	✓		Interview
A professional approach, which inspires confidence in students and parents	✓		Interview
Mark effectively and provide developmental feedback	✓		Interview
Excellent written and ICT skills (Microsoft Office) to gain participation and encourage learning		✓	Interview
Evidence of excellent behaviour management strategies and the ability to set a culture of high expectations for students	✓		Interview
A track record of successful student outcomes in a subject you have led	✓		Supporting Letter / Interview

	Essential	Desirable	Primary means of assessment
Management			
Ability to lead and manage a team	✓		Interview
Ability to support and develop the work of colleagues within the department	✓		Supporting Letter
Ability to work effectively with the Senior Management Team in developing the department in line with whole-school and departmental priorities	✓		Supporting Letter / Application Form
Demonstrate a clear understanding of the importance of professional development for all members of the department	✓		
Ability to organise and coordinate a departmental assessment plan, including suitable moderation		✓	Supporting Letter / Interview
Whole School			
Evidence of a commitment to promoting the health, welfare and safeguarding of young people at all times	✓		Interview
Understanding Special Educational Needs and an ability to Implement education plans as required to enable all students to successfully access the curriculum		✓	Supporting Letter / Interview
The ability to deal effectively and sensitively with the needs of parents / guardians	✓		Interview
A commitment and willingness to engage in the wider co-curricular life of the school	✓		Supporting Letter / Interview
Ability to coach a team sport		✓	Interview
A positive motivation to work with young people	✓		Interview
Emotional resilience and a good sense of humour	✓		Interview