



Ashmole Academy

Job Description

JOB TITLE:	Head of Department - Chemistry
GRADE:	TLR 2 (3)
PURPOSE OF JOB:	To provide leadership in the development and management of the curriculum area and in the use and deployment of resources.
RESPONSIBLE TO:	The Head Teacher in all matters, and to the nominated member of the senior team for the progress and achievement of the Department.
EMPLOYMENT DUTIES:	These responsibilities relate directly to the duties for which the incentive allowance has been awarded. This is <u>in addition to</u> the Job Description for a general teacher.

Curriculum Provision

1. To lead the development of the teaching of the department throughout the Academy.
2. To co-ordinate and take day-to-day responsibility for the organisation and management of staff and resources involved in the teaching of the Department.
3. To lead on the teaching at all key stages and with all examination work, co-ordinating both the teaching and the administrative work required.
4. To ensure that the quality of all courses and examination work is of the highest standard with students achieving high examination performance.
5. To prepare, maintain and develop courses of study, teaching materials, work schemes, methods of teaching and assessment.
6. To ensure the provision of an effective curricular for all pupil by:
 - a) providing progressive, relevant and enriching learning;
 - b) regarding changes in Government, Exam Board or Academy requirements;
 - c) establishing and constantly reviewing programmes of study and schemes of work which employ a variety of teaching, learning and assessment methods.
7. To ensure that appropriate differentiated learning activities occur and that homework is regularly set and marked.

Team Management

To develop an effective team by:

- 1) Ensuring high quality and effective diagnosis, remediation strategies, communication and organisation;
- 2) Monitoring standards of performance, including target setting, bench marking and formal appraisal when required;
- 3) Encouraging individual and collective development by providing INSET advice, identifying training needs, agreeing targets, organising departmentally-based INSET and liaising with various co-ordinators as appropriate;
- 4) Promoting partnerships with parents.

Pupil Progress

To aid each pupil's progress and development by:

- 1) Working with/monitoring pupil progress on a termly basis;
- 2) Ensuring that positive and appropriate teaching and learning strategies are adopted to aid progression and development;
- 3) Monitoring the writing of reports, and the use made of Parents' Evenings;

- 4) Keeping departmental records adequate and up-to-date;
- 5) Liaising with pastoral staff, support staff and parents in dealing with individual learning problems;
- 6) Following the school's policies on Behaviour, Merits and Sanctions;
- 7) Ensuring a well-ordered atmosphere for the departments' work, e.g. by displaying pupils' work in rooms which are maintained as a pleasant environment.

Resources : stock and equipment

To maximise the effectiveness of departmental capitation by:

- 1) Keeping all expenditure within budget limits and to strictly follow the school's financial procedure and practices;
- 2) Discussing expenditure priorities with colleagues;
- 3) Ordering, storing and ensuring the good maintenance of books, materials, equipment and furniture;
- 4) Keeping records and checking stock as required.
- 5) Tracking expenditure on external agencies.

Administration and Whole Academy Management

To play a part in the smooth administration and management of the Academy by:

- 1) Working constructively with the Head Teacher and the management of the school; providing a positive approach to staff morale, School ethos and the advancement of the Academy plan and the Academy aims.
- 2) Supporting and developing cross curricular initiative.
- 3) To provide the Head and Senior Management with accurate and reliable information on the department, its activities and its staff.
- 4) Attending Heads of Department meetings and communicating relevant decisions/information to the department.
- 5) Organising departmental meetings, with agendas distributed in advance and minutes distributed to the Head and team members.
- 6) Having discussed such matters with colleagues, liaising with the Deputy Head about timetable, rooming arrangements, and curriculum development as appropriate.
- 7) Assisting in the appointment of new staff.
- 8) Working with the Examinations Officer and the relevant Heads of Academy to ensure that exam entries are effectively made.

Health and Safety

To ensure that the relevant Health and Safety regulations are known and adhered to, by teachers and technicians, by:

- 1) Communicating the appropriate COSHH and other procedures to all relevant staff;
- 2) Providing INSET on these procedures on identifying opportunities for professional development;
- 3) Monitoring their implementation;
- 4) Supervising the use and care of equipment and rooms assigned to the department.

To safeguard and promote the welfare of children.

This Job Description is not rigid or exclusive and may be adjusted at any time by the Head Teacher to meet the needs of the school.

Post Holder : _____

Head Teacher: _____ Date: _____

Head of Chemistry April 13