



SALESIAN COLLEGE FARNBOROUGH

Job Description

HEAD OF CHEMISTRY

Job Title: Head of Chemistry

Allowance: TLR 2.2

Line Management: Reports to Head of Science

Applications are invited from experienced, well-qualified graduate teachers to lead a strong and successful Chemistry Department. The Department works alongside Biology and Physics under the leadership of the Head of Science.

Employment Duties:

As set out in the current School Teachers' Pay and Conditions document and College Contract of Employment, having due regard to any policies of the Governing Body and the College.

The school and all its personnel are committed to safeguarding and promoting the welfare of children and young persons. All appointments are subject to Safer Recruitment guidelines, CRB and Health checks.

Details of the Position:

There will be a vacancy for a Head of Chemistry from September 2012. The successful candidate should be a well-qualified graduate, capable of teaching the subject to 'A' level.

Chemistry is taught as a separate subject beginning at Key Stage 3 in Year 7 through to the Upper Sixth.

It is a popular option for GCSE with a minimum of three (and usually four) teaching groups in each year. There are currently 57 pupils taking GCSE in Year 10 and 65 in Year 11. The department has followed the Edexcel syllabus for a number of years with the current Year 10 having started the new GCSE specification. In June 2011 66% of the entry achieved A or A* in Chemistry.

The Edexcel course is also followed at AS/A2. There are currently 12 pupils taking Chemistry in both Year 12 and Year 13. Results have been consistently good with many pupils pursuing Medicine, Biochemistry and other chemical science courses at university.

The Department is based in two dedicated Laboratories equipped with Starboard interactive whiteboards, a Chemistry preparation room, and an adjoining annexe / workroom. The support and

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experience of the full-time Chemistry technician has been much valued over the years by the current teaching staff.

The Department keeps abreast of current developments and innovations in Chemical Education. We are a founder member of Reading University Teachers' Group instituted in June 2000, which has as its main aim the stimulation of young people in Chemistry. It provides twilight activities and access to sophisticated facilities which support in-class teaching and learning through, for example, Master classes in A level instrumental analysis. Pupils in Year 8 participate in the Salters Chemistry competition and there are whole year group visits as part of the Science Department's wider enrichment activities.

The College provides an enjoyable environment in which to work. The pupils are well disciplined, enthusiastic and respectfully friendly. The teaching staff foster a caring relationship with the pupils, and through academic study, sporting and cultural activities, and the scope to develop in posts of responsibility, the boys and girls emerge as rounded, well-educated polite young people. There are numerous opportunities for staff to contribute to the wider extra-curricular life of the College and new initiatives are encouraged.

Particular Responsibilities:

The duties of Head of Chemistry at Salesian College include:

- Leading, by example, the teaching undertaken within the department and to instil, wherever possible, a love of the subject and an enthusiasm for discovery in the students.
- Teaching the subject up to A-level
- Responsibility for all aspects pertaining to the smooth running of the department.
- Responsibility for dealing with the day-to-day departmental administration and documentation.
- Acting as line-manager for all teaching and technical staff within the department.
- Responsibility for designing, resourcing, evaluating and monitoring the work of the department.
- Checking of resources and laboratories and preparation rooms, and reporting any problems to the Bursar.
- Liaising with all members of the department, and calling and chairing departmental meetings as required.
- Producing suitable schemes of work for all year groups.
- Regularly assessing schemes of work and specifications used within the department, and discussing any proposed changes with the Deputy Headteacher Academic.
- The implementation of new curriculum developments as agreed with the Headmaster.
- Overseeing the execution of the schemes of work and specifications used in the department.
- Ensuring that internal examinations are produced on time, and that the papers used are suitable for the ability of the students.
- Ensuring that good records are kept illustrating the progression of each student within the department
- Management of the annual departmental capitation allowance, whilst observing the need to manage resources efficiently and effectively.
- Overseeing the organisation, stock control, distribution and sharing of resources of the department.
- To be aware of all Health & Safety issues relating to the Department and to exercise due regard to current Health & Safety regulations.
- To oversee the preparation and execution of A-level and AS-level practical examinations.

- To arrange Chemistry Field Trips as required.
- Responsibility for the regular updating of the Departmental Handbook.
- Ensuring the continued development of the use and provision of ICT within the department.
- Overseeing the arrangements for visits to places of educational interest related to the subject.
- To make recommendations regarding the division of teaching within the department, after discussion with those involved, to the Deputy Headteachers and Assistant Headteacher
- Attending INSET courses and encouraging departmental members to do so.
- Disseminating material and information to members of the department.
- To liaise with parents over issues relating to the subject
- Supporting teachers, NQTs, and student-teachers and evaluating their teaching performance
- To attend Heads of Department Meetings.
- Preparing work for absent departmental colleagues who have been unable to do so.
- Carrying out such duties as reasonably requested by the Headmaster.

In addition to these responsibilities, the Head of Department should also undertake those duties normally expected of all teachers at Salesian College. These include:

- To teach a timetable as allocated
- To set and mark homework as designated
- To give written reports on the progress of students at mid-year, end of year or at any other time requested by the Headmaster.
- To attend parents' evenings and any other occasion sanctioned by the College, e.g. Options' Evenings, New Parents Evening, Open Days, Prize Night, etc.
- To promote the development of each pupil's spiritual, moral, social and cultural welfare.
- To uphold the Salesian Ethos of the College and to support the application of the Preventive System of education.
- To pay due regard to the Staff Handbook and to support College policies as approved.
- To support the daily life of Salesian College.

The job description will be reviewed at the end of each academic year or earlier, if necessary. It may be amended at any time after consultation.