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## TEACHER OF CHEMISTRY (ONE TERM MATERNITY COVER) JOB DESCRIPTION

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### MAIN TASK

On behalf of the Head, the Teacher of Chemistry will be responsible for the teaching and learning of Chemistry across Key Stages 3 and 4. At GCSE, we follow the AQA GCSE Chemistry (8462) and the AQA Combined Science Trilogy (8464) courses and specifications. This requires an ongoing analysis and evaluation of the current curriculum and the formulation and implementation of policy and practices regarding curriculum development, including the fostering of co-curricular issues, and the development of teaching and learning strategies across the key stages. The role will also include overseeing the academic and pastoral welfare of a Year 9 form, as a form tutor.

### ACCOUNTABLE

The Teacher of Chemistry will report to the Head of Science, the Assistant Head (Academic) and through her to the Head and the Board of Governors.

### SPECIFIC RESPONSIBILITIES

#### Teaching and learning

- Exemplify in their own practice, the skills of teaching and learning, typified by lead professionals and ensure that good practice is shared throughout the department
- Coordinate the setting and monitoring of pupil targets according to agreed School policy
- Maintain appropriate procedures for:
  - assessing progress of pupils, (including internal and external examinations and moderation to maintain comparability of standards)
  - recording achievement with suitable reward as required
  - considering remedies for under achievement
  - providing challenging work for high achievers
  - reporting as required to parents
- Participate in any science-themed educational visits for pupils in Years 7-11
- Seek to create the highest standards for all by promoting an academic enthusiasm for Chemistry and STEM through co-curricular activities to develop pupils' enjoyment in learning
- Set personal targets and take responsibility for own continuous professional development
- Ensure that homework is set, marked and returned, according to the policy of the School and to take appropriate action, when necessary.
- Follow the department's risk assessments, the School's Health & Safety Policy and CLEAPSS guidance
- Liaise with the Science Technician to order equipment
- To be able to work independently, as well as in a supportive team
- To lead a co-curricular club after school

#### Make accurate and productive use of assessment

- Know and understand how to assess the Chemistry curriculum areas, including statutory assessment requirements
- Make use of formative and summative assessment to secure pupils' progress
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, giving dedicated improvement times in lessons.

## **Marketing and events**

- Work with the Head, the Deputy Head (Head of the Senior School), the Head of Science and the Head of Marketing, and others, to actively promote our STEM approach within and beyond the school community, where appropriate
- Be a positive presence at parent-facing events, making our parents feel welcome, and leading from the front at key events, such as Open Morning
- Contribute to the positive promotion and marketing of the School in the local and wider community, including engagement with the national and local press where appropriate
- Contribute to the Assemblies programme as a Year 9 Form Tutor

## **Pastoral support**

- Meet with the Head of Years 9-11 to discuss pastoral matters throughout the year as necessary
- Liaise with the Deputy Head (Head of the Senior School) and the Head of Years 9-11 regarding any Year 9 tutees requiring counselling support.
- Share pastoral concerns on a need to know basis with other members of staff via CPOMS.
- Liaise with parents where necessary.
- Provide 'mentoring' sessions with pupils, as and when required.

## **Behaviour: rewards & sanctions**

- To establish and promote behaviour policies for pupils in Years 7-11 and manage behaviour effectively to ensure a good and safe learning environment
- To have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the School, in accordance with the School's Behaviour Management Policy
- To have high expectations of behaviour and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly in line with the School's expectations
- To manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them
- To maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- To speak to parents/guardians, where necessary, if behavioural concerns arise.
- To lead by example, e.g. actively promoting mindfulness/positive mental health around School.

## **WIDER PROFESSIONAL RESPONSIBILITIES**

- Make a positive contribution to the wider life and ethos of the School
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support: being prepared to adapt practice where necessary
- Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- Communicate effectively with pupils, parents and carers with regard to pupils' achievements and wellbeing

## **NOTES**

All job descriptions for members of staff are viewed in relation to the delivery of the School Development Plan.

Other tasks may be considered necessary by the Head in view of the changing needs/policies of the school. Some tasks may be modified, delegated or deleted by agreement in the future.