

**Head of Department (HoD)
CHEMISTRY**

Name:

Title of post: Head of Chemistry

Relationships: Reporting to the Head of Science

Purpose of Job

The HoD is the curriculum team manager who shares with the SMT the school's responsibility for delivering to the pupils the curriculum within a designated subject area, ensuring that each pupil receives positive encouragement to develop her potential to the full according to the stated aims of the school.

Responsibilities

MAIN DUTIES

Operational/ Strategic Planning

1. To provide leadership and create enthusiasm for teaching among members of the department, to develop team work and balance the strengths of individuals, allocating responsibilities as appropriate. To make arrangements for departmental consultation and communication. To provide the Head and Deputy Head with a copy of the notes of departmental meetings.
2. To define and develop departmental policy, priorities and schemes of work regularly and to monitor their implementation, setting department targets as necessary, working within the aims of the school and in line with educational developments nationally. To produce and revise the Department Handbook.
3. To keep abreast of examination specification changes and to attend appropriate examination board courses and moderation meetings. To liaise with the Examinations Officer/ Secretary as necessary over external examination entries.

Leading and Managing Staff

4. To assist in the recruitment of new staff and to be responsible for the induction of new staff. All new teachers should be appropriately trained, monitored, supported and assessed. To be responsible for the day to day management of all members of the department.
5. To monitor and assess the work of the subject through the staff development and performance management programme and through nationally recognised guidelines for inspection. To promote and monitor professional development within the department. To

- offer support and advice to members of the department and encourage their professional development.
6. To regularly monitor the work of department members, ensuring that they are following the correct syllabuses and adhering to policies, including marking, and schemes of work and observing their teaching.
 7. To establish common standards of practice and to encourage the sharing of good practice within the department and develop the effectiveness of teaching and learning styles

Information and Data Management

8. To produce an annual examinations analysis and department review.
9. To ensure that the members of the department fulfil the school's requirements for reporting to parents and that the school database is kept up to date.
10. Use data effectively to identify students who are underachieving in the subject and create plans of action with target setting

Teaching and Learning.

11. To ensure that the department is up to date with the implementation of school policies including SEN and gifted and talented.
12. To ensure the development of students' literacy, numeracy and information communication technology skills through the subject where relevant
13. To promote a high standard of teaching within the department, monitoring academic standards and ensuring with others that the pupils' learning is effective and continuous, enabling them to achieve the best results of which they are capable. This will include appropriate differentiation of the curriculum to meet the needs of all pupils and monitoring assessment, recording and reporting at all levels.
14. To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with relevant staff to secure appropriate cover.
15. To promote teaching and learning styles which stimulate pupil interest and involvement in learning.

Communication and Liaison

16. To represent the department at HoD and MMT meetings, and to contribute to curriculum development and other relevant whole school development (planning and implementation) through these and other means as appropriate. To disseminate relevant information to members of the department.
17. To encourage appropriate links across the curriculum, between departments and with other schools, and to promote relevant activities outside school. This will include developing aspects of cross-curricular themes such as citizenship and contributing to enrichment as appropriate within the department. It will also include liaison with the appropriate colleague in the Lower School with particular reference to transitional links between Key Stages Two and Three.

Management of Resources

18. To organise and manage the department budget and resources to ensure the efficient and effective use of all resources. To maintain a stimulating environment within the department. To be responsible for department administration.

Marketing

19. To play a part in the marketing of the subject and the school at appropriate occasions including Open Days and Parent Information Evenings, as detailed in the Staff Handbook. To contribute to 'Friday headlines', the 'School Magazine' and similar publications as appropriate.

Health and Safety

20. To be familiar with the School's Health and Safety policy and implement it as applicable within the department. To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary,

Elements of the tasks detailed above can be delegated as appropriate within the department. Other tasks may be added to the above at the reasonable request of the Headmistress.

Signed: _____

Headmistress

Date: _____