

The Wallace High School

HEAD OF CHEMISTRY 3rd Teaching Allowance



JOB DESCRIPTION

The Role

Our long serving and experienced Head of Chemistry is retiring. A Senior Teacher, who is also a Chemistry Teacher has been acting up in the role this academic year, but will now step away to concentrate on the whole school aspects of their Senior Teacher role.

Therefore, The Board of Governors seeks to appoint an experienced middle leader, ideally who has previously led a Chemistry Department or a Science Department, but invites applications from suitably qualified and experienced teachers of Chemistry, with the drive, leadership capabilities and sense of service that a Head of Department role necessitates in our busy and successful school, who has a focus on performance management and achievement.

The Head of Chemistry is accountable to the Principal through the Vice Principal (Curriculum) for the efficient running, development and performance of the Department, supporting all members of the Department in their responsibilities, and directing, as appropriate, the work of colleagues to ensure successful and effective teaching and learning.

Job Purpose

1. To maintain and build on a clear vision, purpose and high expectations, focused on students' achievement.
2. To continue to raise, the already high, standards of student attainment and achievement within the curriculum area; to monitor and support all students' progress and to be accountable for that progress.
3. To develop, monitor and enhance the teaching practice of others in order to ensure high standards of teaching and learning throughout the Department.
4. To ensure the provision of an appropriate, relevant, differentiated curriculum for students studying KS3, GCSE, AS and A2 Chemistry.
5. To be accountable for leading, managing, deploying and developing the teaching and support staff of the curriculum area, together with the accountability for the effective, safe and efficient use of financial and physical resources.

The below responsibilities do not necessarily provide a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after due consideration.

The below are subject to the general duties and responsibilities contained in the statement of conditions of employment.

Key Responsibilities

Strategic Management

- To develop and implement the school's strategy for Chemistry so that it integrates with the major objectives of the school development plan and takes the curriculum forward to meet the targets set.
- To set, in conjunction with the Principal and Vice Principal, strategic targets and effective planning for teaching, learning and examination outcomes based on rigorous analysis of data used to monitor, track and evaluate student performance in internal assessment and external examinations.
- To develop and play an active role in supporting the Chemistry Department to ensure delivery of a rich co-curriculum and super-curriculum eg subject related competitions, Bursary and Scholarship applications at KS3, GCSE and A'level.
- To lead in the identification, encouragement and mentoring of Oxbridge applicants in Chemistry related areas (including developing Chemistry super-curriculum for Oxbridge applicants).
- To develop structures, content and activities in the curriculum at Key Stage 3 to encourage the most able students to study Chemistry to A'Level.

Curriculum Management

- Designing a broad curriculum in Chemistry with accompanying Schemes of Work that meet the aims of the school and the needs of all students.
- Ensuring that the content of Schemes of Work is complementary to those of other Departments and to encourage a broader understanding of Chemistry and its links with other subjects.
- Ensuring that appropriate and innovative approaches to learning are made available to students with specific learning needs, e.g. those with a low skill base, the very able or those with visual, hearing or other physical impairment.
- Evaluating National and International initiatives to promote learning and to incorporate elements into the school's strategy for Chemistry.
- Ensuring that the statutory requirements of the National Curriculum are met.
- Evaluating the design and delivery of the curriculum for Chemistry, continually striving to improve all aspects.
- Setting targets for student achievement in Chemistry in line with whole school policy.
- Monitoring and evaluating progress towards meeting student achievement targets.
- Ensuring that there is an effective assessment, recording and reporting system of student progress.

ICT Strategy

- Ensuring that innovative approaches to learning are explored, trialled and rigorously assessed to develop and deepen the use of one-to-one mobile technology in collaboration with other Heads of Department and in line with the school's ICT strategy.
- Taking the lead as a teacher and delegating, as appropriate, responsibility for the development of ICT in Chemistry.
- Regular monitoring of the external ICT environment to ensure the school remains the leading school locally and nationally in the use of ICT to deepen learning in Chemistry and the development of transversal skills.

People Management

- Adopting a consistent, fair, clear yet flexible leadership style to influence and motivate staff and students to achieve their objectives in line with whole school policy.
- Maintaining and building the collegiality, mutual respect, fairness and harmony in the Chemistry Department to ensure parity of work and effective, fair delegation.
- Working transparently and proactively with the Principal and Vice Principals to ensure an effective professional engagement which has as its core aim the attainment of outstanding results.
- Advising, as appropriate, the Principal and Vice Principals on the recruitment and retention of high calibre staff.
- Advising, as appropriate, at recruitment interviews, Board members of the suitability of candidates for the position.
- Implementing effectively the school's Performance Review Staff Development Policy at a Department level as a reviewee and a reviewer.
- Assisting the Leadership Team to ensure that a relevant staff development programme is designed, implemented and evaluated to take into account both the needs of the whole school and those of the individual members of the Department.
- Organising activities and events to encourage team development in its broadest sense, e.g. parents and staff, staff with staff, staff and students.
- Ensuring that full time and part time, temporary and permanent staff in the Department all receive Departmental Induction and are supported in understanding fully all relevant policies and their outworkings in daily school life.
- Ensuring, through supportive and rigorous monitoring, that the policies and processes in place for assessing students for setting, monitoring and evaluating targets are implemented by all staff in the Department.
- Creating an environment of professional accountability with clear lines of support and delegation aimed at building on the many strengths of the Department.

- Participating actively in the Heads of Department meetings and Away Days as directed by the Vice Principal (Curriculum).
- Meeting regularly, at least twice a term, with the staff in the Department to discuss, monitor and evaluate the quality of teaching, learning, assessment, targets and the progress made by classes and individual students.
- Providing written copies of Departmental meetings and minutes to the Vice Principal and Principal.

Middle Leader Responsibilities

- Quality-assuring departmental completion of UCAS returns.
- Interviewing Sixth Form students as part of the target-setting process.
- Being a positive, professional role model able to identify his/her own professional development needs and set his/her own professional objectives.
- Taking a whole school role and approach in planning, volunteering to help in the widest possible sense of school life by supporting at least two evening events annually.

Key Performance Indicators

- % of students gaining A*-C at GCSE in Chemistry versus targets and previous outcomes.
- % of students gaining A*-C in Chemistry A'Level versus targets and previous outcomes.
- Number of applications to Oxbridge and success rate versus targets and previous trends.
- Involvement and success of students in Chemistry related competitions, application and success in Bursary and Scholarship versus targets.
- The appearance of the Department, display areas, career displays, numeracy and literacy displays, subject displays.

PERSON SPECIFICATION

Shortlisting Criteria

Essential Criteria

Applicants must (as of 1 September 2024):

- have a good Honours Degree in Chemistry or related area relevant to GCSE and A'Level Chemistry.
- be a qualified teacher recognised by the Department of Education (NI) and be registered with the General Teaching Council for Northern Ireland by 1 September 2024 or by the time of appointment.
- have three years' teaching experience of Chemistry at GCSE and A'Level.

Desirable Criteria

Preference may be given to candidates who (as of 1 September 2024):

- are currently or in a previous post in receipt of a Teaching Allowance relevant to the post (in the last three years).
- possess a coaching qualification in rugby or hockey.
- have experience of coaching a school or club rugby or hockey team.
- demonstrate a firm commitment to coaching a rugby or hockey team.
- have a Master's Degree or other Level 7+ qualification in Chemistry or related area relevant to GCSE, AS and A2 Chemistry.
- have a Master's Degree or other level 7+ qualification relating to management and/or leadership.

The Board of Governors reserves the right to enhance the criteria at shortlisting.

PERSON CRITERIA

The following person criteria will be assessed at interview and in any subsequent tasks, lessons or interviews relating to this recruitment. These person criteria are not assessed for the purposes of shortlisting. Shortlisted candidates, once informed of the time and date of the next stage of the process, are encouraged to prepare for interview paying careful attention to the below information.

Knowledge

- The ability to teach GCSE, AS and A'Level CCEA Chemistry specifications.
- The ability to develop and maintain up to date and relevant KS3 Schemes of Work.
- An understanding of how digital technology can enhance learning.
- An understanding of the role and the ability to demonstrate the attributes of a highly effective Middle Leader.

Skills

- Highly effective people management skills.
- Highly effective change management skills.
- The ability to prioritise effectively.
- The ability to delegate effectively and hold team members accountable.

Attributes

- Confidence
- Decisiveness
- Resilience
- Adaptability
- Positivity
- Empathy
- Reliability
- Creativity

APPLICATIONS

It is preferred that application forms are emailed in Word format to the Principal's Personal Assistant, Mrs McDowell at recruit@wallacehigh.net. An acknowledgement will be sent by return of email. Applicants should ensure that they indicate clearly on their application form how they meet the criteria.

The closing date for receipt of application forms is **Wednesday, 5 February 2025 at 12 midday**.

In order to comply with DE guidelines on Child Protection shortlisted applicants should bring an original birth certificate and/or marriage certificate (if appropriate) plus photographic ID to their interview.

NB: It is an offence for an individual who is on either of the Department's Lists (UP List and/or List 99), or who is the subject of a disqualification order from the courts, to apply for, or offer to do any work, paid or unpaid, in a regulated position.