

JOB DESCRIPTION

POST: Assistant Curriculum Leader in Science: Subject Leader for Chemistry

Allowance: TLR2b (currently £4,399)

I Principal responsibilities:

- To act as a Curriculum Leader and be responsible for leading and developing this area.
- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.
- To deliver curriculum content through a full scheme of work. Any scheme should also include details of departmental policies on such matters as methodology, marking and assessment, reporting, homework, etc.
- To develop resources to support independent learning in Chemistry
- To develop and enhance the teaching practice of others.
- To monitor, intervene and support the overall progress and development of students within the curriculum area.
- To liaise with and support the Head of Science.
- To have overall responsibility for the Assessment, Recording and Reporting of Chemistry within the department.
- To liaise with the STEM co-ordinator to promote STEM associated opportunities and activities in Chemistry.
- To make creative use of all available media (*Fronter*, the website, digital signage and traditional display) to inspire interest and to extend learning in Chemistry.
- To act as Performance Management Leader for up to four team members (and negotiate challenging and developmental objectives) as required.

II Additional Specific Responsibilities:

- To be a Form Tutor carrying out related duties in accordance with the general job description of Form Tutor.
- To manage internal and external examinations including exam entry, predicted grades, controlled assessments and end of year reporting
- To implement departmental policies within the Chemistry sub-department.
- To liaise with technicians and manage stock control for Chemistry laboratories.
- To set subject examinations as required.

III General Duties

- To carry out a share of supervisory duties in accordance with published schedules.
- To participate in appropriate meetings with governors, colleagues and parents relative to the above duties.

This job description may be amended at any time after consultation.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.