



Head of Chemistry

We are seeking to recruit an outstanding teacher to lead our excellent Chemistry Department following the appointment of the current Head of Department to the role of Housemaster in one of the school's Boarding Houses. The successful candidate will have extensive teaching experience, vision and strong leadership skills.

The Chemistry Department occupies the third floor of the Thomson building, named after and opened by JJ Thomson. Physics and Biology are accommodated in the same building. The Chemistry Department is very well-resourced, with four laboratories. There is a strong academic ethos and the department takes advantage of the School's location in Cambridge, maintaining active links with the University. It is a lively and interesting place to work amongst highly qualified and professional colleagues who place an emphasis on the enjoyment of Chemistry, for both pupils and teachers alike. Consequently, as much practical work as possible is performed and a large amount of visually stimulating and educational displays are on show. There are four subject specialist teaching members of staff and two Chemistry technicians. There is a technicians' prep room and a departmental workroom.

Years 7 and 8 are taught through an "in-house" combined science course, predominantly practical and skills based and the GCSE course begin in Year 9. Currently all pupils take AQA Triple Award Science, taught in five groups for 130 minutes a week. There is a system of Dual and Triple Award Science for Years 10 and 11. Previous GCSE results have been excellent. The take up of Chemistry by pupils in the Sixth Form is buoyant and as with GCSE, results are excellent. The department is committed to offering a range of opportunities to extend study beyond the classroom and is involved in running an extensive programme for aspiring medical applicants.

Chemistry Department Personnel

Mr Michael Newman	Head of Chemistry (becoming a Housemaster in September 2023)
Dr Rowland Adamson	Teacher of Chemistry (part time) i/c of the Medics programme
Mrs Karen Sears	Teacher of Chemistry (part time)
Mr Jean-Luc Hammersley	Teacher of Chemistry
Mr Angel Palomino Munoz	Chemistry Technician
Mr Will Perks	Chemistry Technician

Curriculum details

Year	Course	Groupings and comments
7 and 8	In-house Science course	
9	Start the AQA GCSE Chemistry course (8462)	5 mixed ability classes
10	Continue the AQA GCSE Chemistry course (8462)	The classes are now streamed in 5 classes at the end of the year one class of trilogy science created.
11	Continue the AQA GCSE Chemistry course (8462)	4 classes
	Start the AQA Combined Science trilogy (8464)	1 class
Lower Sixth	AS AQA Chemistry 7404 with some topics from 7405	2 mixed ability groups
Upper Sixth	AQA Chemistry 7405	2 groups set by ability

The Post

The term Head of Department applies to appointed postholders who have responsibility for an academic department. The Head of Chemistry is line-managed by the Director of Studies.

The primary role of the Head of an Academic Department is to provide strong academic leadership and management of the department. All Heads of Department are expected to perform the duties of a teacher in addition to managing their department.

The Head of Department is required to lead, manage, and develop the department to ensure it achieves the highest possible standards of excellence in all its activities. They will be supported by SMT, by colleagues within the department and colleagues from the support staff.

All Heads of Department are required to exercise leadership, demonstrate vision, and empower others in order to deliver the agreed departmental strategy. It is recognised that the methods by which Heads of Department carry out their duties and the extent of delegation, will depend on such factors as the size and nature of the Departments and the personal approach of the individual Head of Department.

Head of Chemistry Role Profile

The HoD has the following responsibilities and reports to the Director of Studies:

- Ensure high quality teaching and learning within the department including undertaking regular learning observations.
- Organisation, promotion, efficiency, and success of the department in line with school strategic plans and direction.
- Planning the curriculum, maintaining up-to-date Schemes of Work, and selecting appropriate syllabuses and specifications.
- Advising on staff needs and teacher allocation.
- Advising on staff appointments into the department.
- Inducting new members of staff into the department.
- Advising on teaching objectives, and supporting, performance and development of departmental colleagues. This may include CPD recommendations.
- Complete regular book and marking audits within the department.
- Advising on expenditure, especially regarding new development.
- Ensure a safe and healthy environment for both staff and pupils, and full compliance with health and safety requirements.
- Ensure department documentation is up to date.
- To bear in mind the Christian ethos that underpins the life of the school community and bring its values into the classroom.

The HoD has the following responsibilities to the department and colleagues:

- To be a subject expert who regularly updates their knowledge to stay 'current' in their subject.
- Develop and maintain an academic extension and enrichment programme for the pupils in the department.
- To create a well-ordered teaching environment in which pupils can thrive and explore their academic potential.
- Guiding, supporting, mentoring, and assessing colleagues with a view to their professional development.
- Take initial responsibility for the pastoral care and wellbeing of all department staff. Allocation of teaching and department duties and managing staff absences.
- Ensure that staff performance is managed in a timely and appropriate manner consistent with the expectations of The Leys School.
- Make effective use of all staffing resources, including ICT, and seek opportunities for collaboration and joint working with others beyond the department and beyond the School.
- Monitoring of marking, record-keeping, communication, and implementation of Learning Support profiles across the department.
- Chairing weekly department meetings, drawing up agendas and seeing that minutes are completed and shared with the Director of Studies.
- Monitoring, implementing, and reviewing strategies to improve pupils' performance and progress across all year groups.
- To ensure the best possible pupil experience, through the fulfilment of the School's responsibilities concerning pupils in respect of their admission to the school, instruction, progress, and external examination.
- Creation, marking, and moderation of internal and entry examinations.
- Selecting, ordering, issuing, collecting, and stock-taking of textbooks and equipment.

- Ensure that School equipment/facilities under the department's control are properly maintained by monitoring the fabric of the department and requesting improvement or repair where required.
- Budgetary control:
 - Take responsibility for devolved budgets and comply with School financial regulations.
 - Manage income and expenditure in order to promote financial sustainability.
 - Ensure adherence by all Departmental members, with School Financial Regulations and other financial operating procedures and regulations.
- Observe colleagues teach and engender a culture of peer-observation, excellence, co-operation, and respect both within and beyond the department.
- Attendance at Heads of Department meetings and HMC/East Anglia Group meetings.
- Fostering cross-curricular relationships across the school, and between schools including feeder prep schools and local maintained sector schools.
- Support department colleagues to ensure that both compliance and GDPR guidelines are followed within the department.
- Support pupils in preparation of UCAS applications, including to the most competitive universities.
- Organise the department Collaborations (academic support sessions).
- Manage the department's tracking of pupil progress through data, including data management, understanding, interpretation, and inference of the information.

Teaching Responsibilities

- To teach pupils within the school.
- To create a well-ordered teaching environment in which pupils can thrive and explore their academic potential.
- To have a clear knowledge of the individuals in their class and differentiate accordingly. This should mean both their individual learning needs as well as their individual personality.
- To plan lessons clearly and within the departmental scheme of work.
- To mark work regularly and promptly, in line with departmental and school marking policies and review, monitor, and keep clear and full records of pupils' progress.
- To insist upon high levels of behaviour and respect for others in the classroom.

General Responsibilities

- To contribute to the pastoral care of the pupils, including weekly duties in houses.
- To contribute to wider-curricular activities.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.

- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under relevant and most up to date statutory Health and Safety legislation.
- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy and other related policies
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To be aware of and adhere to at all times the School code of conduct and confidentiality.
- To carry out other associated duties as are reasonably assigned by the Headmaster.

Person Specification

Criteria	Essential	Desirable
Qualifications Knowledge Experience	Good honours degree in Chemistry or related subject Relevant teaching experience Ability to teach Chemistry to KS4 and A level/Oxbridge	PGCE, QTS or equivalent teaching qualification Experience of using online platforms such as Google Suite for Education
Skills Abilities	Excellent teaching skills Strong communication and inter-personal skills Good working knowledge of IT Ability to motivate and manage pupils Ability to deal positively and constructively with pupils and colleagues at all levels	Ability to work on your own initiative and as part of a team Ability to coach a sport
Personal Qualities	Capacity to be efficient and organised, flexible and adaptable Ability to prioritise effectively The ability to work in a busy environment and meet deadlines effectively Suitable to work with children	A good sense of humour Ambition

Personal Commitment	Candidates should be willing and able to commit themselves actively to support the ethos of The Leys which is a boarding school (with lessons on Saturdays and a full programme of fixtures in the afternoon)	
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These attributes will be identified from your application form, references and interviews.