

Job description

Subject Leader of Chemistry

Job Purpose

To be responsible to the deputy-headteacher for leading the chemistry department. To develop a chemistry curriculum that fits the ethos and values of Imperial College London Mathematics School and is integrated with the mathematics and physics curriculum, to ensure that students have an excellent education. To promote chemistry across the school, and in the wider community through Outreach work, with the aim of widening participation in the mathematical sciences.

Major Tasks

- Fulfil the role of subject teacher and personal tutor.
- Undertake the leadership and management of the department.
- Monitor, review and advise on the quality of teaching, learning and student progress.
- Represent and promote the department's needs.
- Lead the planning, implementation and delivery of relevant areas of the super-curriculum.
- Lead the planning and delivery of relevant areas of the Outreach curriculum and strategy.
- Carry out other delegated duties appropriate to status within the school.

Job Activities

Teacher & Personal Tutor

See 'Professional Duties/Job Description' available under 'additional information'.

Leadership and Management of the Department

- Ensure that the courses and specifications offered are appropriate to meet both the range of student ability and progression needs.
- Develop, evaluate and monitor a scheme of work appropriate to the needs of Imperial Maths School students, in line with the objectives, vision and values of the school.
- Liaise with teachers in other areas of the curriculum to ensure that the course complements other programmes of study, and opportunity for cross-curricular links are maximised.
- Seek opportunities to extend and/or broaden students' experience of mathematics beyond the A level specifications, including supporting university preparation in subject areas related to mathematics.
- Ensure departmental practice promotes and complies with the Trust's policy on safeguarding.
- Lead the department in identifying appropriate aims and strategies to promote equality and diversity.
- Ensure departmental returns (e.g. self-assessment, development plans, budget plans, student assessments, examination board entrance/coursework requirements and questionnaires) are accurate and completed by the stipulated deadline.
- Keep full and accurate records of students' attainment and progress and use these records to shape future teaching and other interventions with students.
- Comply with school procedures on student attendance and punctuality.
- Take responsibility for the oversight of resources and the completion of the variety of administrative tasks which are necessary for the effective operation and welfare of the department e.g. ordering of books, equipment and other materials, health and safety issues, the keeping of an up-to-date inventory.

- Update and maintain high quality displays throughout the department to stimulate learning and promote interest in the department's work.
- Ensure that the department meets and implements the school's strategic and annual operational objectives.
- Ensure the department meets and implements the targets identified in its development plan.
- Ensure that decisions made by the Senior Leadership Team are successfully implemented.
- Ensure the department is fully prepared for both Internal and Ofsted Inspections and responds quickly and positively to areas of identified weakness.

Monitoring the Quality of Teaching, Learning and Achievement

- Conduct an annual review of the overall performance of the department, within the context of the school's strategic, operational and department (development) plans and school policy. Implement appropriate strategies for overcoming any identified weaknesses.
- Monitor student progress to ensure students achieve the highest standard of which they are capable.
- Keep up-to-date with both professional and subject developments.

Represent and Promote the Department

- Identify and promote the requirements of the department to Senior Leadership Team.
- Take responsibility for updating the department's development and annual budget plan and presenting them to the Senior Leadership Team.
- Oversee the department's arrangements for marketing the department including at open days, taster days and/or open evenings and the updating of prospectus content, subject leaflets, website and other promotional materials.
- Maintain good relationships with Imperial College London and other Maths Schools.
- Be responsible for the promotion and presentation of the department to external stakeholders, such as staff and pupils in feeder schools, other Maths Schools, parents, universities, industry partners and relevant outside agencies.
- Develop Outreach programmes to support schools across north London with mathematics education
- Identify and seek opportunities to improve the uptake of mathematics by groups currently under-represented in STEM industries and university courses.

Additional Delegated Duties

- Assist in the appointment of applicants, where appropriate, for teaching and/or technician posts within the department.
- Participate as required in the Trust's appraisal system.
- Assist in the decisions regarding student applying for admission to the school, as required, including, but not limited to, interviewing applicants.
- Write UCAS references and advise students, where appropriate, on higher education and careers choices.