

MATRIX ACADEMY TRUST
Job Description – Head of Chemistry

Reports to:	Director of Science
Responsible for:	<ul style="list-style-type: none"> • Improving the quality of the curriculum in Chemistry • Implementing staff materials to support teaching. • Providing training to develop the level of progress at A/A* level • Raise achievement in Chemistry.
Main Purpose:	<ul style="list-style-type: none"> • (in addition to that expected of the classroom teacher) proactively implementing any process, policy, system or activity that promotes raising the standards of Teaching & Learning in Chemistry and works towards improving achievement.
Main Activities:	<ul style="list-style-type: none"> • Contributing to the management of the faculty, attending meetings and cascading information to the department. • To respond to day to day issues within the Curriculum Area, constantly displaying professionalism and using initiative along with commitment to the department's Development Plan. • Develop teaching and learning within the Curriculum area. • Work collaboratively and sharing good practice with staff members. • Leading the development/acquisition of an environment for learning and produce learning resources that are stimulating and motivating, promoting the engagement of pupils and students in Chemistry. • Reporting to Director of Science on student performance within the Curriculum area. • Reporting to Director of Science on the impact of implemented teaching and learning strategies. • Identifying CPD needs, facilitating and coordinating CPD opportunities within the Curriculum area. • Developing and improving the skills and knowledge of all staff in the curriculum area and disseminating good practice across the department. • Syllabus/course selection, student exam/assessment entries within the department to facilitate learning. • Providing a professional role model as a lead teacher in the department. • Monitoring the production of Controlled Assessment, developing strategies to ensure it is completed to the expected standard for each student and that deadlines are clearly set and shared with the department. • Monitoring the development and implementation of examinations and assessment opportunities to comply with school expectations.

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<p>Pastoral System:</p>	<ul style="list-style-type: none"> • To act as a form tutor and monitor and support pupils progress, within your tutor group. • Deliver and contribute to the PSHE, citizenship and enterprise programmes within your tutor group. • To ensure the Behaviour Management system is implemented in the department so that effective learning can take place
<p>Additional Duties:</p>	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example • Any other duties as directed by the Headteacher

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