



LEWESTON

SHERBORNE

HEAD OF CHEMISTRY

JOB DESCRIPTION

Person specification

- A well-qualified graduate teacher to lead the teaching of Chemistry throughout the school to A Level.
- Experience of teaching A level Chemistry is essential.
- A dynamic, enthusiastic classroom practitioner with a clear sense of purpose and high expectations.

Key responsibilities:

- Managing the Chemistry department, and liaising with the Heads of Biology and Physics to provide leadership for the whole Science department.
- Planning and preparing courses and lessons
- Teaching according to each student's individual educational needs, the students assigned to her/him, including the setting and marking of work to be carried out by the students in school and elsewhere;
- Assessing recording and reporting on the development, progress and attainment of students;
- Organising and participating in appropriate extra-curricular activities.
- To monitor the standards of teaching and learning in the department.
- To encourage the sharing of good practice within the department.
- To assist in the appointment of new staff to the department.
- To carry out the appraisal of members of the department.
- To attend Heads of Department meetings.

Specific responsibilities:

- Staffing, including the distribution of classes and sets among the members of the Department.
- Liaising with Deputy Head Academic over timetable/setting requests.
- Monitoring of teaching standards.
- Department documentation, including writing of Schemes of Work, Minute Keeping, Department Book, etc.
- Intra-Departmental liaising and continuity.
- Regular Department Meetings and keeping of minutes.
- Annual Budget.
- Book and resource ordering.
- Maintenance of the fabric of the Department.
- Appearance of the teaching area including displays.
- Distribution and management of requirements stemming from exam results.
- Induction of new staff, including report writing, School and Department procedures and ethos, the running of trips, etc.

Sherborne Dorset DT9 6EN

Email: recruitment@leweston.dorset.sch.uk ■ www.leweston.co.uk ■ Tel: 01963 210691

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- Communication with Parents on Department matters.
- IEPs ILPs and liaison with Individual Needs and EAL Departments.
- Scholarship and procedures as they apply to Subject.
- Education visits in support of the Subject curriculum.
- Assistance to candidates preparing for University entrance in SUBJECT and related subjects.
- Observation and reporting back of lessons within the Department.
- Raising of the profile of the Department.
- Operate in accordance with school's policies and procedures as detailed on the school's website and intranet and as set out in the Staff Handbook and elsewhere, ensuring compliance with the School's Code of Conduct, the Safeguarding Policy and Child Protection procedures, the school's Health and Safety policy and the Health and Safety at Work Act.

No job description can fully cover all aspects of the role and consequently the responsibilities are likely to evolve and change over time.

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