



Mount St Mary's College

Job Description

Job Title:	Head of Subject – Chemistry
Salary:	In accordance with the Mount St Mary's College Main Pay Scale for Teaching Staff and the Additional Management and Responsibility Allowance
Location:	Mount St Mary's College
Hours of Work:	Full-time
Responsible to:	Head of Faculty & Deputy Head (Academic)

Job Purpose

To be an innovator within the Subject. Lead and develop the pedagogical vision of the subject and contribute to faculty strategic planning and academic delivery. To support the Head of Faculty and Deputy Head Academic in the effective delivery of the College and Prep School's academic programme, and related areas. Based primarily in the Senior School (co-ed 11-18), the successful candidate will also have responsibility for establishing strong and tangible subject/skills links with the Key Stage 2 curriculum in Barlborough Hall Prep School (the preparatory school for Mount St Mary's College). The purpose of this remit is to ensure the highest possible academic standards across Mount St Mary's and Barlborough Hall School and a unified curriculum that enhances the transition from the Prep School to the Senior School.

To develop and deliver the strategic academic initiatives, contributing to a shared vision and communicating this to all staff within the subject/department. To monitor and review quality processes ensuring the school meets its academic goals. The Head of Subject will understand and promote the characteristics of Jesuit education across their subject(s) and wider school. The Head of Subject will inculcate Ignatian pedagogy across their subject areas and ensure the effective delivery of the Jesuit pupil profile to all students.

All teachers appointed to Mount St Mary's are expected to contribute fully to the co-curricular and pastoral life of the College. This may include evenings, Saturday and/or Sunday duties. The richness of the college depends upon teachers who, for example, coach games, direct plays, and support and organise clubs and societies, and take pupils on trips to concerts and the theatre. The College expects its teachers to contribute whole-heartedly to college life by drawing upon their own interests and enthusiasms.

Key Responsibilities of the Post

In addition to the core responsibilities of a teacher as outlined in the job description of a teacher:

- Contribute to Faculty policy-making and strategic planning, in line with the strategic aims of the College, as required by the Head;
- Prepare, monitor and update subject plans in consultation with colleagues;
- Take the lead in ensuring that college policies and strategies are embedded in schemes of work and team plans across the subject(s).

Leadership & Management of others:

- Support the Head of Faculty in the leadership and management the subject(s) team. This includes contributing (at the direction of the Head of Faculty) to the process of inducting, developing, deploying, motivating and performance managing members of the subject team to ensure that they have clear expectations of their roles, and that high performance standards are achieved and maintained;
- To contribute to specific Senior School initiatives in the following areas; Jesuit Pupil Profile, Teaching & Learning, eLearning, Oxbridge/G&T and SEN;
- To support the Head of Faculty in realising the aims and achieving the targets of the Faculty's strategic development plan;
- To lead by example providing a positive role model to members of the department, managing consistently to unite, motivate and build a strong and effective team within the department, promoting a positive acceptance of change initiatives
- To contribute to the line management and appraisal of each member of the department (at the direction of the Head of Faculty), to act as a subject coach and mentor and to foster a culture of reflective practice and sharing experiences that encourage continuous development
- To formulate and execute the departmental/subject strategic development plan, ensuring that all personal and departmental strategic development plans are in line with the Faculty and School's vision and strategic development plan.
- To ensure that correct procedures are adopted and maintained by all who work in the Department, such that the requirements of the school's Health & Safety policy, including the production of appropriate risk assessments, are met
- To respond to concerns raised by parents and pupils in relation to teaching and classroom performance
- To oversee (across the subject(s))the writing of school reports, checking reports are appropriately written, including comments on Grades and ensuring that quality is maintained and deadlines met
- To take responsibility for the annual departmental/subject budget, ensuring that expenditure stays within the limits of the budget
- To update the Departmental/subject Handbook and schemes of work annually
- Manage day to day requirements such as subject examination entry and team timetables, delegating as appropriate, to ensure the efficiency of the team, and regularly update the Head of Faculty with progress;
- Chair team meetings to ensure that they are used effectively to review performance and those actions are recorded, implemented and communicated to the Head of Faculty.
- Support and further the vision of Mount St Mary's and Barlborough Hall School, protect and further the Mount brand and commit to tangible results, defined by the Head of Faculty, Deputy Head Academic and College Executive.

- Act as ambassadors for the School
- Ensure all school policies are enacted consistently and effectively across the Department

Leadership and Management of Teaching and Learning:

- Promote excellence in teaching and learning to ensure all students develop their potential and are equipped for life beyond college;
- Exemplify in own practice the skills of teaching and learning typified by lead professionals, and ensure that good practice is shared throughout the team;
- Ensure that schemes of work are used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning and where appropriate delegate tasks to other members of the team;
- Monitor students' work and the classroom practice of those in the team to ensure high standards are maintained;
- Keep up to date with developments in subject areas and education in general to ensure that best practice is adopted within the team;
- Ensure the team's delivery and development of the curriculum is effective in meeting the needs of all students;
- To oversee day-to-day management of curriculum provision within the department/subject(s), including effective deployment of staff and physical resources
- To oversee the entry of candidates for external exams as well as the setting of internal examinations and standardised tests as appropriate
- To track the progress of all pupils within the department, to provide suitable challenge for gifted students and to arrange opportunities for enrichment, support and intervention as appropriate
- Ensure that where appropriate lessons contribute to students' spiritual, moral, social and cultural development;
- Ensure that policies, syllabuses and schemes of work are fit for purpose and meet the requirements of external examinations. Where appropriate, delegate responsibility for the review and revision of a subject to members of the team directly involved in teaching the subject;
- To keep abreast of new techniques and concepts in the subject and to develop and encourage links with the departments of other schools
- To analyse and review departmental examination results
- To develop links with Universities, to keep in touch with developments in Higher Education and with entrance procedures/requirements for particular courses
- Contribute to the broader life of the college by planning, supporting and leading curricular and co-curricular events, such as concerts, plays or activities;
- As the result of monitoring activities and consultation with members of the subject team produce the subject/department strategic development plan for inclusion in the Faculty and College's strategic development and improvement plans. Implement the plan(s) and provide or arrange support for colleagues to ensure that the objectives of the plan are met.

Communication

- To establish clear channels of communication, including chairing subject/departmental meetings (at least once every 3 weeks)
- To attend and contribute to Faculty meetings and ensure that matters arising from these meetings are communicated to departmental staff

- To keep the Head of Faculty informed about relevant matters and elicit support as necessary
- To consult colleagues about decisions and proposals and communicate to all colleagues.
- To provide timely and appropriate feedback to staff, taking an interest in the work of each member of the department (including any technical and support staff), especially any new appointees

Key Performance Indicators

- Examination Results; Pupil tracking data
- Production and dissemination of an ambitious subject/departmental Strategic Development Plan
- Realise the aims and targets set as part of the Faculty/subject/departmental Strategic Development Plans
- The production of Independent Learning Projects and EPQs.
- Department Reviews; Lesson Observations and Learning Walks; Work Reviews
- School Reports; Pupil Feedback
- Competitive teacher: pupil ratios

Direct Reports

- Teaching staff and support staff within the subject/department

Leadership and Management teaching support staff and teachers who support SEN and EAL:

- Meet regularly with the subject/departmental teachers, teaching support team and the Head of Faculty to discuss the progress of targeted students and also the provision that is being made within the team for underachieving students who have been identified in the most recent round of progress reviews;
- Contribute to the monitoring of teaching support as required by the Head of Faculty and Deputy Head Academic.

Leadership and Management of Students' Attainment and Progress:

- **Work with the Head of Faculty to ensure that teachers' use assessment for learning effectively so that:**
 - Lessons are pitched appropriately and the planning indicates that the activities provided for students are differentiated appropriately so that all students make progress in lessons;
 - All students are set end of year targets and incremental targets for each term to help them make good progress;
 - Students are given the opportunity to assess their own progress against their targets;
 - Teachers' feedback and marking refer to targets and indicate what students need to do to improve their work.

Also:

- Ensure that members of the subject/departmental team meet regularly to moderate assessments in order to enhance their knowledge and understanding of assessment criteria;

- Ensure that all members of the team regularly record students' progress and track progress towards end of year targets;
- Ensure that formal assessments are undertaken in accordance with the college's policy and recorded electronically;
- Ensure that members of the team provide progress information to year tutors in advance of termly progress reviews.

Co-curricular activities:

- Actively promote interest in the subject outside the immediate physical and timetabled confines of the college through organising educational visits and field trips.

Marketing and external links, including public occasions:

- Actively promote the team within the college community to encourage students' interest in the subject area;
- Contribute to the positive promotion and marketing of the college;
- Ensure that you lead the team's contribution to marketing events and external links.

Management of resources:

- Monitor and control the team's allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources;
- Identify future resourcing needs and aspirations for the team for consideration in the college budget planning process;
- Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines.

Training & Development of self and others:

- As a lead professional ensure you set personal targets for yourself, your departmental team and others and take responsibility for own continuous professional development;
- Be proactive in identifying training needs within the team, ensuring that they are appropriately met, and that all members of the team are active in their own personal and continuous professional development.
- Take responsibility for own continuous professional development.
- Ensure Departmental team members' training needs are identified and ensure that they are appropriately met, and that all members of the team are active in their own personal and continuous professional development.

Person Specification

In addition to the attributes of the person specification for Teacher, the Head of Subject will also have:

Experience of:

- Teaching in a successful secondary school
- Teaching up to A level, across all age and ability ranges
- Planning and Delivering GCSE and A-Level courses (or equivalent)
- Successful planning and communication of vision
- Having a positive impact within a professional context and raising/maintaining high standards
- Leading and working within teams
- Reasoning, analysing, evaluating, prioritising and responding positively to challenge;

Teaching and Learning

- Proven ability to teach outstanding lessons on a regular basis and lead by example
- A firm commitment to Ignatian pedagogy
- A commitment to giving every student an equal opportunity to be successful
- Understand about how outstanding teaching is achieved in every lesson
- Understand how to use data effectively to monitor student progress across the subject/College
- To be able to contribute to the development of new and emerging technologies

Staff Development

- The ability to contribute to Cross-curricular projects
- The ability to challenge, influence and motivate others to attain high goals
- Experience of developing effective and sustainable teams
- To be committed to personal CPD
- Be suitable to work with Children and Young People

Personal Qualities

- Displays a passion for education
- Can work as part of a team
- Self-motivated and independent
- A creative thinker
- Ability and drive for personal development
- Highly reflective

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headmaster and/or your manager. This job description may be reviewed annually and it may be modified or amended at any time during the year after consultation with the post holder.