



**TRINITY CATHOLIC HIGH SCHOOL**  
**(Science and Sports College)**  
**Chairman of Governors: Mrs M Bishop**  
**Headmaster: Dr P C Doherty OBE, BA (Hons), DPhil (Oxon), FRSA**

**Head of Chemistry**  
**Job Description**

- To ensure that all schemes of work are adhered to and taught effectively
- To assist in the preparation and marking of assessments at all key stages
- To assist in the implementation and preparation of all Science Schemes of work
- To liaise closely with the Head of Science on all matters relating to AS Chemistry
- To ensure that marking, assessment techniques and record keeping are carried out in accordance with the departmental/school policies
- To assist in the preparation of the departmental handbook
- To prepare the AS Chemistry entry for the DDP and be responsible for Chemistry capitation
- To supervise NQTs and student teachers as required
- To instruct technicians as required of any task to be carried out to ensure that the curriculum runs smoothly and that labs are maintained to a high standard.
- To co-ordinate the maintenance and updating of records of departmental stock in Chemistry
- To assist the Head of Science in monitoring, reviewing and updating departmental policies
- To advise, inform and consult with members of the department at all times
- To keep abreast of all current developments in Science and Chemistry and inform the Head of Science
- To have overall responsibility for Chemistry
- To ensure coherence and development of all units of work in Chemistry
- To co-ordinate the preparation of all test and mark schemes in Chemistry
- To overall monitor test results of all students in Chemistry
- To prepare exam reports for Chemistry
- To instruct technicians as required of any task to be carried out to ensure that the curriculum runs smoothly and that labs are maintained to a high standard.
- To assist in the preparation and marking of assessments at KS3, KS4 and A Level as appropriate
- To ensure that classroom management, preparation, marking and assessment techniques are carried out in accordance with departmental policies and guidelines
- To assist Head of Science with any necessary administration
- To attend all formal Science Department meetings and any other relevant school meetings
- To attend all formal Science Department meetings and any other relevant school meetings.
- To ensure that all schemes of work followed are adhered to and effectively taught.
- To assist in the preparation and marking of assessments at KS3, KS4 and A Level as appropriate
- To assist in the implementation and preparation of all Science schemes of work.
- To ensure that classroom management, preparation, marking and assessment techniques are carried out in accordance with departmental policies and guidelines.
- To assist Head of Science and KS4 co-ordinator with any necessary administration.