



**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.