



BEDSTONE

**Job Description**  
**Teacher in charge of Chemistry**  
**Full time**

Responsible to: Deputy Head

**MAIN DUTIES AND RESPONSIBILITIES:**

- To support the ethos of the school.
- You should expect to teach your subject up to A level.
- To participate fully in the boarding, sporting and cultural life of the school; this may include boarding house duties, assisting with sports and activities, and assisting with school trips and events.
- To attend INSET and directed time meetings and take part in mandatory and voluntary CPD training as required or requested.
- Maintain and develop department initiatives within School and the wider community, whilst being alert for new ideas.
- To ensure that, in all ways, the profile and success of the department in school and out, is a priority.

**Specifically, to ensure that:**

**Teaching & Learning**

- Their own teaching is to the highest possible standard which promotes learning and raises all students' achievement. Teaching must also promote students' spiritual, moral, social and cultural development.
- They organise and undertake educational trips and visits and to be responsible for the preparation of Risk Assessments for each outing.
- They monitor and review student performance and setting of student performance targets within the department.
- They oversee the writing and administering of internal assessments for all students, writing class tests for teaching groups or individuals, according to need.
- They ensure that appropriate study is set and marked regularly in line with the Marking Policy.
- Academic records are kept showing the effort, achievement, progress and targets set for students in line with department and School policies and practice.
- Students' achievements are reported in line with department and School policies and practice.
- Public examination entries are completed within the requested timeframe, in liaison with the examinations officer.
- The use of IT within the department for both teacher and student use is fully promoted.

**Department**

- They contribute to a strategic department development plan, which is regularly monitored and evaluated to inform future planning.
- They implement policies and practices for the subject area, including health and safety, which reflect the School's vision, commitment to high achievement, effective teaching and learning and good student behaviour.

June 2023

Bedstone Educational Ltd

Registered in England and Wales. Company No: 10438437

Bedstone College, Shropshire SY7 0BG

Tel: 01547 530303 Email: [pa@bedstone.org](mailto:pa@bedstone.org) [www.bedstone.org](http://www.bedstone.org)



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- They help maintain and update the department handbook on at least an annual basis.
- They contribute to schemes of work for all year groups and, where appropriate, ensure that such schemes of work are in accordance with the current specifications laid down by examination boards.
- Ensure schemes of work are adhered to, reviewed and evaluated annually and modified, in writing, as appropriate, ensuring continuity and progression. The Deputy Head/Assistant Head (T&L) shall have an electronic copy of the current schemes of work.
- They are aware of the department's performance using CEM baseline assessments which shall be regularly monitored with the added value of the department being a significant positive residual.
- To achieve agreed targets in line with assessment data and to report on examination performance as required.
- The room(s)/areas assigned for the use of the Department must provide a stimulating environment and have relevant, exciting and up-to-date displays - celebrating students' own work/achievements wherever possible. Ensure that all equipment is safe, risk assessed, if necessary, well-maintained and cared for.
- They work to help identify and monitor provision for students with different learning needs, liaising with the Head of SEN.
- The Department Assessment policy is implemented.
- They participate positively in the College's appraisal scheme and use the process to develop the personal and professional effectiveness of the whole department.
- Good order and discipline are maintained among students in accordance with school policies and that the students' health and well-being is safeguarded at all times, whether activities occur on or off the school premises.
- Compliance with the College's Health and Safety Policy is observed.

### **Pastoral & Communication**

- They act as the first point of contact for subject related issues raised by parents or guardians.
- They liaise with staff in order to gather and report relevant and meaningful information about students.
- They support and monitor the use of all College reporting systems, e.g., mark orders/ tutor reports.
- They undertake pastoral responsibilities and duties within the school each term.
- They offer support for the School's Activity programmes each term including evenings and weekends, with particular emphasis on organising subject related activities that promote the subject to all.
- They attend parents' evenings, and other meetings with parents/guardians as and when required.
- They attend and support School events
- They support the school in the recruitment of new students and attend School Open mornings as required.
- They preserve and foster the good name of the school in all dealings with the wider public.

### **General**

Undertaking such other duties and responsibilities of an equivalent nature, as may be determined and negotiated by the SMT from time to time.

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The post holder's duties must at all times be carried out in compliance with the School's Equal Opportunities, Welfare, Education and other policies designed to protect employees or service users from harassment.

S/he must take reasonable care of health and safety of self, other persons and resources whilst at work, co-operating with management as far as necessary to enable responsibilities under the Health and Safety at Work Act to be performed and to follow the School's Health and Safety policy.

It is the duty of the postholder not to act in a prejudicial or discriminating manner towards colleagues or employees of the service. The postholder should also counteract such practice or behaviour by challenging it or reporting it to senior management.

### **Person specification**

Quality	Essential/Desirable	Proof
Well qualified Chemistry graduate (or equivalent) with QTS	Essential	Qualifications
Demonstrable initiatives inside and outside the classroom	Desirable	Letter of Application/interview
Proven record of academic success	Essential	Letter of Application/References
Personal dynamism and infectious enthusiasm with good inter-personal skills and knowledge of subject	Essential	Letter of Application/interview
Well organised	Desirable	Application form
Good class discipline and management	Essential	Lesson observation/reference
Willingness to be involved in the extra-curricular life of the school, including weekends, whilst being committed to the ethos of boarding education.	Essential	Interview

### **Application process**

- Application must be via a completed Bedstone Application Form and should also include a letter of application (no more than two sides of A4). Please send a CV if you wish.