



## Head of Chemistry

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| <b>Department:</b>      | Chemistry                                                             |
| <b>Working Pattern:</b> | Monday – Friday, Term time only                                       |
| <b>Salary:</b>          | £62,270.81 (GR2)                                                      |
| <b>Contract Type:</b>   | Permanent                                                             |
| <b>Reporting to:</b>    | Deputy Head (Senior Years)                                            |
| <b>Direct Reports:</b>  | Teacher of Chemistry (x2), Science Technician (shared responsibility) |
| <b>Location:</b>        | Euclid Campus or Mayfield                                             |

### The Role

#### **Job Purpose:**

The High School of Dundee is seeking to appoint a well-qualified, enthusiastic and effective Head of Chemistry to join a friendly, committed and high performing department.

#### **The Chemistry Department**

The Chemistry Department is a popular department with a long and distinguished history. Our pupils enjoy a rich and varied curriculum and excel not just in QS exams but in local and national competitions such as the Salters' Challenge, Top of the Bench and the Chemistry Olympiad. Chemistry has a high profile within the school and usually has one of the largest uptakes at Advanced Higher level, based on the standard of the learning experience and our extensive experience of preparing pupils for Higher Education courses in Medicine, Dentistry, Veterinary Medicine and the Allied Health professions. The department also lead on the delivery, review and development of our inter-disciplinary F1 and F2 Innovation course.

#### **Curriculum**

Chemistry is taught independently of the other sciences from Form 1. Our current courses are listed below:

**Forms 1-2:** All pupils in Forms 1 and 2 have an 80-minute double period each week. There are usually 4 or 5 classes in each year, following our own HSD syllabus.

All pupils in Forms 1 and 2 also attend one 40-minute period of Innovation each week, with 4 or 5 classes in each year typically.

**Forms 3-4:** There are usually 3 or 4 classes in each year, studying National 5 Chemistry. Each class attends the department for four 40-minute periods per week. This usually includes at least one double period.

**Form 5:** There are usually 2 or 3 classes attending for seven 40-minute periods per week.

**Form 6:** Advanced Higher students attend three 80-minute double periods, one 40-minute tutorial period and an 80-minute practical session in the dedicated Advanced Higher Chemistry lab. The small

staff/pupil ratio for the practical sessions ensures adequate support as they complete their investigations.

### **Attainment**

Our academic results are invariably strong. Advanced Higher, Higher and National 5 attainment all typically reach 98-100% pass rates, with approximately 70% of pupils achieving a Grade A.

### **Beyond the Classroom**

Our pupils have been involved in many activities including: RSC “Top of the Bench” quiz team, RSC Chemistry Olympiads, CREST Awards, RSC Christmas lectures, Young STEM Leader enrichment courses, and many more.

We have good links with our local universities and regularly collaborate to enhance our educational experiences, e.g., Proton NMR spectroscopy sessions for Advanced Higher project working. We also regularly host undergraduate students from the University of St Andrews studying for their Science Communication module and incorporate visits from alumni speakers working in industry.

We are fortunate to have specialised analytical teaching labs and can offer educational outreach opportunities to senior pupils at local secondary schools, e.g., FT-IR and UV-VIS spectroscopy workshops for Advanced Higher pupils completing assignment projects.

### **Rooms and Resources**

There are three teaching labs that are well-proportioned, have good storage, and are well-equipped for the courses we teach. There is a very well-resourced Form 6 lab for pupils to carry out practical work with equipment ranging from a rotary evaporator to UV Spectrophotometers and a portable IR machine. The Chemistry Office and Main Chemistry Store are situated beside the Head of Chemistry’s lab. The three other labs have convenient access to smaller Chemistry stores. Each lab has its own laptop docking hub, plus Apple TV linked to projectors for teaching purposes. All colleagues are provided with a school laptop.

### **Current Staff and Commitments:**

The teaching staff consists of three full-time equivalent teachers. There are also two full-time technicians who are shared between Biology, Chemistry and Physics & Engineering Science.

### **Key Outputs & Responsibilities:**

The main features of the remit include:

- the teaching of Chemistry and Innovation
- leadership and management of the Department in
  - a) learning and teaching
  - b) homework, assessment and reporting
  - c) allocation of teaching staff to classes and line management of staff
  - d) the use of technology in Learning and Teaching
  - e) health and safety, including risk assessments, departmental handbook and policies
- preparation of pupils for internal and external examinations
- curricular development
- organising and coordinating co-curricular activities, visits and trips linked to the department
- production of the annual departmental improvement plan
- quality assurance within the department, including the production of the annual Standards and Quality report
- maintenance of departmental records, including minutes of departmental meetings
- review and development of staff within the department
- manage pupil conduct within the department, in line with our School Code of Conduct
- engagement with parents and other appropriate individuals as required
- participation in whole school issues via Heads of Department meetings

- maintenance and requisition of materials and equipment
- management of the departmental budget
- regular update of all documentation relating to the department, including, where appropriate, school publications, e.g. Open Morning and subject preference booklets

### **Person Specification**

Applicants will have a degree, or equivalent, in a related subject and be registered with the GTC Scotland. They should also have experience of teaching the range of qualifications delivered within the department and should be able to demonstrate initiative, as well as a commitment to excellence.

The successful applicant should have integrity, drive, enthusiasm and a dynamic approach to the teaching of Chemistry. A positive contribution to department and whole-school curricular development initiatives will be expected. As well as possessing good organisational and administrative skills, excellent interpersonal skills and the willingness to work within a team are both vital, as the post will inevitably involve interaction with colleagues, parents and outside agencies as well as our pupils. Applicants must also show evidence of Continuing Professional Development and be highly literate in ICT. A good sense of humour is also a useful attribute!

All teaching staff at the High School of Dundee are expected to contribute to our co-curricular programme and participate in whole school events and the broader life of the school.

### **Additional Information**

Salary will be according to the High School of Dundee salary scale.

The High School of Dundee operates a Defined Contribution Pension Scheme for Teaching Staff with Legal & General.

***The School requires all newly appointed staff to undertake a check with the Scottish Criminal Records Office in line with the Protection of Vulnerable Groups ('PVG') Scheme. Offers of employment are conditional upon satisfactory registration with the PVG Scheme.***

***Please note we are unable to provide sponsorship for a work visa so candidates should ensure they already have or are able to obtain the right to work in the UK before applying.***

***The job description is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and jobholders will be expected to carry out other duties assigned which are appropriate to the role.***

#### **How your information will be used**

To progress your application, for administrative purposes, High school of Dundee will record, keep and hold the personal data which you have provided in this application stored in our HR files. Your data will not be transferred to any third parties outside of High School of Dundee. If you are successful High School of Dundee will retain this data as part of your employee record which will be stored based on our [Staff Privacy Notice](#). In the event your applications is unsuccessful, we will hold the application and the data contained for three months in case of a future vacancy which we may invite you to apply for, following which we will delete it.

If you have any questions about High School of Dundee's use of data please contact us.