

## Job Description- Teacher of Biology

### Job Description

The Charity is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### The School

Bedford Modern School is an Independent Co-educational Day School. There are in excess of 1200 pupils in the School from age 7 to 18. The School is governed by the Harpur Trust.

The School is located on the outskirts of Bedford with commanding views of the Bedfordshire countryside. It is very accessible to major road links and to the main train line, London St Pancras being only 37 minutes from Bedford. The facilities are excellent: a separate Junior School, dedicated Sixth Form building, faculties clustered throughout the School and extensive and impressive sports facilities. In 2017 the school opened a brand new, state of the art Science Centre containing 17 laboratories.

At Bedford Modern School there is a wide and varied curriculum that is responsive to the needs of pupils and parents. The School offers a premium education appropriate to both boys and girls where the intellectual needs of each pupil are a priority. Individuals are assessed at entry and those with particular gifts or learning needs are identified and monitored. Pupils are encouraged to maximize their academic potential whilst optimizing their participation in the diverse and inclusive co-curricular programme. Pastoral care is integral to the success of the School and all staff are expected to contribute to this supportive culture.

The School enjoys a reputation both locally and regionally for excellence in the Performing Arts and Sport. It is a particularly friendly, happy and supportive school community.

Please visit our website: [www.bedmod.co.uk](http://www.bedmod.co.uk) for further information on the School.

### Summary of the role:

**Job Title:** Teacher of Biology

**Faculty:** Faculty of Science

**Location:** Bedford Modern School, Manton Lane,  
Bedford MK41 7NT

**Job Purpose:** To deliver the teaching of Biology from Year 9 to Year 13 and Combined Science in Years 7 and 8.

To carry out the role of pastoral tutor

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	<p>To be involved in co-curricular activities</p> <p><b>Reporting Line:</b> Head of Biology</p> <p><b>Role Summary:</b> See attached Subject and Role Summary.</p>
<b>Main duties and responsibilities</b>	<p><b><i>Departmental policy, Administration and Resources</i></b></p> <p>To be conversant with departmental aims and objectives, schemes of work, external syllabuses, and assessment and reporting policy, and to share in departmental administration and policy-making.</p> <p>To manage efficiently, and take good care of, departmental resources entrusted to the subject teacher's care.</p> <p><b><i>Teaching, Assessment, Recording and Reporting</i></b></p> <p>To plan and teach lessons in keeping with the departmental scheme of work and public examination syllabuses.</p> <p>To set homework in accordance with the homework timetable, and check that it is being completed efficiently by all pupils.</p> <p>To monitor pupils' progress by regular marking, testing and record keeping.</p> <p>To write reports in keeping with the school's reporting system and the departmental policy and to attend parents' meetings as required.</p> <p>To promote sound standards of punctuality, discipline and work within teaching groups, utilising the school sanctions and rewards system when necessary.</p> <p><b><i>Departmental Meetings and Professional Development</i></b></p> <p>To attend departmental and faculty meetings.</p> <p>To maintain a close awareness of developments nationally within the subject discipline, by participating in departmental initiatives and by personal initiative.</p> <p>To engage in personal professional development, by participating as required in the School's Staff Appraisal System, and by attending relevant courses and meetings as agreed with the Head of Subject and Senior Deputy Head.</p> <p><b><i>General Responsibilities</i></b></p> <p>To maintain good order and discipline among pupils and safeguard their health and safety both on the School campus and on organised events outside school.</p>

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	<p>To supervise, as required, groups of pupils engaged in private study, and the classes of absent staff.</p> <p>To attend, and participate in as required, general school functions, meetings, cultural and social events, including those held out of school hours during term time.</p> <p>To carry out, in an efficient manner, a share of routine duties in accordance with published rotas.</p> <p><b><i>Pastoral responsibilities</i></b></p> <p>To act as a form tutor.</p> <p>To deliver PSHE to a tutor group.</p> <p>To attend year and whole school assemblies.</p> <p>Contact parents.</p> <p>Write pastoral reports on an annual basis.</p> <p><b><i>Co-curricular Responsibilities</i></b></p> <p>To participate, as appropriate, in the school games programme, as agreed with the Head.</p> <p>To share in the efficient running of co-curricular activities, as agreed with the Head (e.g. CCF, Duke of Edinburgh and other activities).</p> <p><b><i>Whole School Responsibilities</i></b></p> <p>To assist in the promotion of the School's reputation and in marketing activities as required.</p> <p>To arrive at school by 8.30 a.m. and be an attendance at the morning staff briefing.</p> <p>To adhere to all the School's Policies.</p> <p>To carry out any additional task reasonably required by the Head.</p> <p>You may also be required to undertake such other comparable duties as the School requires from time to time.</p>
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<b>Person Specification</b>  <b>The Charity is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>			
	<b>Essential</b>  These are qualities without which the Applicant could not be appointed	<b>Desirable</b>  These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	<b>Method of assessment</b>
<b>Qualifications</b>	An undergraduate degree (2:2 or above) in Biology or related subject.	Additional undergraduate subject qualifications.  PGCE and/or other post-graduate qualifications.	<i>Certificate</i>
<b>Experience:</b>	Experience of supervising groups of children or young people.	Experience of working in an educational setting.  Experience of secondary school teaching.	<i>Reference</i>
<b>Skills</b>	Excellent oral and written communication skills;  Ability to supervise and manage groups of children and young people;  A positive attitude towards children and young people;  Ability to work collaboratively;  Administrative, organisational and ICT skills;  The ability to work under pressure, prioritise and meet deadlines;  The ability to motivate children to be the best that they can be.		<i>Application form</i>  <i>Lesson observation</i>  <i>Interview</i> <i>Reference</i>

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<b>Knowledge</b>	<p>Knowledge of safeguarding principles;</p> <p>Working knowledge of the current assessment demands of exam boards.</p> <p>Subject knowledge sufficient to stretch and challenge able Year 13 students.</p> <p>The ability to teach Combined Science in Years 7 and 8.</p>	<p>The ability to teach a second science subject to KS4.</p>	<p><i>Application form</i></p> <p><i>Interview</i></p> <p><i>Lesson observation</i></p>
<b>Personal competencies and qualities</b>	<p>The desire to undertake continuous professional development;</p> <p>Positive, enthusiastic, energetic, flexible with a 'can do' attitude;</p> <p>Approachable, open and honest;</p> <p>Ability to adapt to changing situations;</p> <p>A sense of humour and a genuine interest in delivering positive outcomes for young people;</p> <p>Dedicated, conscientious and hard working.</p>		<p><i>Reference</i></p> <p><i>Interview</i></p>