



Head of Biology

Responsible to:	Head of Science
Responsible for:	Teaching and Support Staff working within the department
Liaison with:	Headteacher, Deputy Headteachers, Assistant Headteachers, Support Staff, LA staff, External Agencies, Parents/Carers, Governors

Job Purpose

- To lead, manage and coordinate the strategic development of Biology within the school.
- To lead, monitor and evaluate the innovation and development of learning and teaching strategies within the Biology department and the whole school.
- To be accountable for student progress and achievement in Biology ensuring students aim to exceed and achieve their potential.
- Lead the process of providing a balanced, differentiated and relevant curriculum for students studying Biology in accordance with the agreed school policies, quality standards and performance criteria.
- To develop and enhance the teaching of other colleagues.
- To be accountable for promoting and safeguarding the welfare and personal development of students.
- To take a full role within the school as a middle leader.

Strategic Planning/Development

- To lead and support the development and implementation of the purpose, values, aims and strategic direction of the school.
- To lead the development of the appropriate curriculum, resources, schemes of work, assessment/progress, marking policies and teaching and learning strategies in the Biology department.
- To lead the process for the production and review of the department SEF in conjunction with the head of department.
- To undertake a designated programme of teaching across all key stages.

Curriculum Provision

- To assist in the process of curriculum development and change ensuring that the curriculum provides a range of teaching which complements the school's strategic objectives.

Curriculum Development

- To lead curriculum development in the department.
- To respond to developments in the curriculum nationally, regionally and locally.
- Keep up to date with developments in teaching practice and methodology in general and in the curriculum area of Biology.
- To maintain accreditation with the appropriate examination and validating bodies.
- Set expectations for staff and students in relation to standards of achievement and the quality of teaching and learning, ensuring full preparation for internal and external exams.

Staff Development

- Ensure that CPD in the relevant areas are identified and appropriate training needs are met.
- Continue with own professional development and to seek opportunities to improve.



- To contribute towards the performance, learning and development of the departmental team to improve teaching and learning, the performance management review and monitor progress.
- Contribute towards the induction and mentoring of newly qualified teachers and provide support to those whose performances gives cause for concern.
- Be responsible for the efficient and effective deployment of support staff/classroom support.
- Establish clear expectations, motivate colleagues and promote an effective team through regular timetabled meetings.

Quality Assurance

- Ensure the effective operation of quality control procedures.
- Set appropriate targets in line with whole school policy and take a lead role in working towards their achievement.
- Ensure best practice of high quality lessons within the department.
- Review and evaluate the work of the department in line with school procedures, including a programme of lesson observations
- Seek and implement modification and improvement, where necessary, within the areas of responsibility.
- Implement quality assurance procedures in line with agreed requirements.
- Undertake annually a department review with the Head of Science.

Assessment and Progress

- Maintain appropriate records and provide relevant accurate and up to date information relating to the department on the school's information and management system
- To lead the department in monitoring, tracking and recording the progress of students, including their attainment and achievement.
- Assess and record on the development of assessment and feedback strategies within the department, identifying and taking action on issues arising from data, producing accurate and informative reports.
- Assess and report on examination performance, as requested by examination bodies, curriculum areas and school procedures.
- Organise and manage department tracking of student progress in conjunction with appropriate staff.

Communication and Liaison

- To communicate effectively the aims, expectations, objectives and standards of achievement with members of the department.
- Ensure effective communication with parents/carers of students and other appropriate bodies.
- To represent the department effectively within and outside school.
- Develop and coordinate effective subject links with partner schools and the local community, including attendance at appropriate events.
- To promote the work of the department at appropriate school events.

Management of Resources

- To manage devolved resources including space, staff, money and equipment, efficiently and effectively.
- To work with the appropriate member of the SLT to ensure that the department's teaching commitments are appropriate timetabled and roomed.

Student Development and Progress

- To evaluate, monitor and support the progress of students within the department.
- Assess, record and report on the attendance, behaviour, progress and performance of students, ensuring that appropriate action is taken and colleagues are kept informed in line with school procedures.



- To meet with students over whom there are concerns, contacting home and report as necessary to the appropriate member of staff.
- To act as a personal tutor, carrying out the duties associated with that role in line with the school expectations.
- To contribute to PSHE, citizenship and enterprise education, in line with school policy.
- To assist in the implementation of the school's behaviour management policy and procedures.

To play a full part in the life of the school, to support its purpose, values, aims and ethos and to encourage staff and students to follow this example.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Colleagues will be expected to comply with any reasonable request from the headteacher to undertake work of a similar level that is not specified in this job description.

Updated January 2018