



**City of London Academy (Southwark)**  
**Job Description**

**Head of Biology**

<b>Grade</b>	Up to UPS3 (Inner London)
<b>TLR</b>	Academy TLR £4,393
<b>Responsible to</b>	Director of Science
<b>Date</b>	December 2017
<b>Job purpose</b>	<ul style="list-style-type: none"> <li>• To support the HOF Science to develop an inventive approach to Science so that all pupils are stimulated to accomplish their optimum performance</li> <li>• To assist the HOF Science to maintain standards of teaching and learning across the Science curricula</li> <li>• To provide specialist subject expertise to assist departmental staff, as appropriate</li> </ul>
<b>Key Accountabilities</b>	<ul style="list-style-type: none"> <li>• In conjunction with HOF Science to lead on the design and delivery of the Science curriculum area so that it meets the aims of the Academy and the needs of all students</li> <li>• To lead on the development and delivery of required practicals at all key stages</li> <li>• Ensuring that innovative and appropriate approaches to learning are made available to students with specific learning needs. For example: those with a low skill base, hearing or visual impairment, the very able</li> <li>• Ensuring that the statutory requirements of the National Curriculum are met</li> <li>• Implementing the Science Strategy to deepen key Science knowledge and so generally raise standards in Science</li> <li>• Ensuring that the business enterprise culture pervades the entire Science curriculum</li> <li>• Ensuring that there is effective target setting, assessment, recording and reporting of student progress</li> <li>• Contributing to the development of initiatives to outreach to the community</li> <li>• Assisting the Key Stage Co-ordinator and HOF Science to create and implement ways of actively involving parents in the learning process</li> <li>• Supporting the facilitation of a broad range of activities involving staff, students and the wider community so as to deepen and broaden learners' experience in Science issues</li> </ul> <p><b>Subject Leadership Responsibilities</b></p> <ul style="list-style-type: none"> <li>• To lead on, in conjunction with the HOF Science, on the effective delivery of the biology curriculum across all key stages.</li> <li>• To be accountable for the standards of pupil achievement within the department.</li> <li>• To lead on the organisation of interventions.</li> </ul>

	<ul style="list-style-type: none"> <li>• To lead, develop and enhance the professional practice of all teachers of biology, evaluating their quality of teaching and securing and sustaining the effective delivery of the subject.</li> <li>• To work with the HOF Science in developing the strategic direction, leadership and management of biology through engaging in regular self-evaluation and subsequent development planning within a whole-Academy context.</li> <li>• To hold responsibility for reviewing and updating schemes of work and teaching programmes through all key stages.</li> </ul> <p><b>Team Leadership</b></p> <ul style="list-style-type: none"> <li>• To adopt a coaching style of leadership which balances support and challenge in order to influence and motivate staff and students to achieve their objectives and those of the Academy.</li> <li>• Use coaching skills to engage in the faculty and Academy-wide programmes of lesson observations in order to improve own, and departmental practice.</li> <li>• Ensuring that effective, caring policies concerning a broad range of pupil and staff welfare matters are implemented</li> <li>• Ensuring that the policies and processes for assessing pupils and for setting, monitoring and evaluating attainment goals for pupils are implemented by all biology teachers</li> <li>• To work with the HOF Science to identify improvement priorities and coordinate the writing and monitoring of the biology department development plan.</li> <li>• Monitor student behaviour and ensure that teachers work within the Academy behaviour policy.</li> <li>• Ensure homework is given and assessed regularly in line with Academy policies.</li> <li>• Ensure that subject teachers work to the agreed schemes of work.</li> <li>• Identify changes or developments in view of National strategies, curriculum developments or needs of pupils.</li> <li>• Collect, moderate and prepare coursework for submission to exam boards.</li> </ul> <p><b>Community and Commercial Links</b></p> <ul style="list-style-type: none"> <li>• Contributing to the development of initiatives to outreach to the community</li> <li>• Creating and implementing ways of actively involving parents in the learning process</li> <li>• Instigating, developing and maintaining links with commercial firms and Science-based enterprises so as to enhance the learning experience of both the School Community and the Commercial partners</li> <li>• Facilitating a broad range of activities involving staff, students and the wider community so as to deepen and broaden learners' experience of Science</li> <li>• Undertaking any reasonable duty as directed by the Principal that is commensurate with the role</li> </ul>
<p><i>The City of London Academy (Southwark) is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.</i></p>	



**City of London Academy (Southwark)**  
**Person Specification**

**Head of Biology**

**QUALIFICATIONS**

<b>No</b>	<b>Description</b>	<b>Rating</b>
1.	Good First Degree	Essential
2.	Qualified Teacher Status	Essential

**SKILLS & EXPERIENCE**

<b>No</b>	<b>Description</b>	<b>Rating</b>
3.	Strong leadership skills	Essential
4.	Ability to work as a part of a team, guiding and motivating team members	Essential
5.	Consistent record of good & outstanding lessons, planning for progression and assessment for learning	Essential
6.	Capable of initiating and maintaining innovative curriculum design and delivery	Essential
7.	Proven record of raising standards in Science at all ability levels	Essential
8.	Flexible management style that involves all stakeholders in decision making, as appropriate	Essential
9.	Competence in instigating and maintaining links with the Business and Enterprise Specialism of the school	Essential
10.	Self-motivated with excellent organisational and planning skills	Essential
11.	Exceptional communication and user ICT skills	Essential
12.	Involvement in networking and sharing of best practice	Essential
13.	Expertise in developing staff; teaching methodology, practical skills, extending subject knowledge, relationship building	Desirable
14.	Proven Strategic Management Experience in Science Education	Desirable
15.	To promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the Academy	Essential