

<b>Job description</b> <b>The School 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>Job Title:</b>	Head of Biology (Maternity Cover)
<b>Reporting to:</b>	Head of Science
<b>Role Overview</b>	The Head of Biology is responsible for leadership of the Biology Department which consists of subject teachers and technical support staff. The Head of Biology shapes the direction of the department, promotes the subject across the School and ensures that teaching and learning and extra-curricular activities are delivered to the highest standards.
<b>Department Overview</b>	<p>The Biology Department currently consists of six members of staff, including the Head of Department. Teaching staff are supported by a highly efficient Biology Technician.</p> <p>The successful candidate will lead this dynamic team in a suite of three Biology Laboratories and will have the responsibility for the teaching of Biology to girls from Key Stage 3 to A level. The results in Biology at both GCSE and A level are consistently excellent with the majority of girls gaining top grades. Uptake of Biology in the Sixth Form is always amongst the highest in the School and many of the girls leave to study Medicine, Dentistry, Veterinary Science or Biological Sciences at University.</p> <p>The Department is extremely well equipped. Each of the two Biology Laboratories and the Junior Science Laboratory has an overhead projector, video and DVD player, digital projector and computer facilities. A library of videos and DVDs and textbooks supports the teaching. The laboratories are linked by a large central Prep Room; there is a spacious plant and Pets Club and a well-resourced Departmental Office.</p>
<b>Main duties and responsibilities:</b>	<p><b><u>Head of Department</u></b></p> <ol style="list-style-type: none"> <li>1. To be responsible for the development of departmental courses of study to promote the highest standards in teaching and learning and to budget for the provision of teaching materials.</li> <li>2. To ensure that there is a consistent method of assessment which is applied in their departments through the use of termly departmental work scrutiny.</li> <li>3. To monitor the performance of individual girls and classes across their department with respect to performance indicators.</li> </ol>

**Main duties and responsibilities:**

4. To provide line management support and guidance to the Biology team, particularly those in their first year of teaching at WGS.
5. To ensure the Biology team are engaged in the activities and work being undertaken in the School, holding departmental meetings with prepared agenda to provide updates, and where required encouraging attendance at staff meetings and events.
6. To keep abreast of curriculum development, implementing change where necessary, and ensuring that members of the Department adapt to the changes.
7. To ensure high levels of teaching and learning within their departments by the use of regular lesson observations.
8. To monitor the contribution and development of members of your department, through regular one to one discussion, identifying individual needs for in-service development, training, project involvement, job shadowing etc.
9. To analyse and interpret relevant data, to inform policies, practices, expectations, targets and teaching methods.
10. To meet with the Head of Science on a regular basis to discuss results and other matters pertaining to the Department.
11. To liaise with colleagues and review plans to ensure best provision for all pupils including those with individual needs.
12. To delegate effectively areas of responsibility where this is appropriate, ensuring continued support and guidance as required.
13. To develop and monitor the subject's contribution to the PSHCE curriculum and sixth form enrichment curriculum.
14. To take an active role in supporting the academic progress of all students of Biology, liaising closely with departmental staff to identify academic areas of need and communicating effectively with parents accordingly.
15. To provide focussed support for pupils applying to Universities for subjects which require additional admissions tests.
16. To organise and take a leading role in school trips which are of educational value to pupil learning.
17. To update and communicate to the team the departmental handbook on an annual basis.
18. To ensure that individual departmental responsibilities are itemised in departmental handbooks.
19. To operate within the School's Health & Safety Policy and other school policies.
20. To appraise members of their department in line with School policy.

## Main duties and responsibilities:

### Teaching

21. To aim to transmit to the pupils their enthusiasm for and expertise in their subject.
22. To encourage achievement and academic rigour, undertake regular and consistent assessment of the girls' progress, in line with departmental policy, and communicate with parents both orally and in written reports, according to school policy.
23. To be punctual for lessons and monitor pupils' punctuality and attendance.
24. To aim to keep up to date with developments in their subject and new teaching methods and wish to implement those in the classroom when appropriate, making full use of available facilities to include the regular use of peer observations.
25. To monitor the performance of individual girls in their classes with respect to performance indicators.
26. To ensure work is differentiated to take into consideration differences in ability, aptitude and learning style of all girls in their classes
27. To be prepared to take the role of Form Tutor/Shadow Form Tutor, which involves developing good working relationships with the girls and overseeing their well-being.
28. To liaise, as necessary, with Form Tutors, Heads of Year and Head of Learning Support.
29. To be prepared to deliver topics covered in form time and in the PSHCE programme.
30. To be prepared to do duties and cover which may reasonably be required and to attend meetings at school and departmental level, related to the curriculum or organisation of the school.
31. To be prepared to contribute to the extracurricular life of the school.
32. To maintain good order among the pupils and safeguard their health, safety and welfare in accordance with school policy, both on the school premises and on school activities elsewhere.
33. To ensure that their behaviour and actions do not place pupils or teachers at risk or harm or at risk of allegations of harm to a pupil.
34. To act as positive role models and in a professional manner at all times.
35. To familiarise themselves with and follow all school policies.
36. To check their school email at least once every school day, responding and dealing with requests for information where required.
37. To actively seek opportunities to develop self as a teacher and a line manager, also ensuring up to date knowledge of ICT in order to maximise the use of all school systems.

Person Specification			
	Essential	Desirable	Method of assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A good honours degree in an appropriate subject</li> <li>• Evidence of Continuing Professional Development</li> <li>• Qualified Teacher Status</li> <li>• A degree in which Biology is a component or a relevant qualification in Biology-related studies.</li> </ul>	<ul style="list-style-type: none"> <li>• A higher degree or other professional qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Production of the Applicant's original certificates.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Have a minimum of 3 years' experience teaching Biology to A level.</li> <li>• Have evidence of the application and development of ICT to raise standards.</li> <li>• Willingness to lead extra-curricular activities.</li> <li>• Experience of leading a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Have evidence of successfully leading and managing staff in curricular or professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form. Evidence of results achieved.</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent subject knowledge</li> <li>• An ability to deliver creative and engaging lessons</li> <li>• Up to date knowledge of child welfare issues.</li> <li>• Excellent classroom management</li> <li>• Excellent organisational skills</li> <li>• Excellent command of English both spoken and written</li> <li>• Excellent interpersonal skills.</li> <li>• Knowledge of leading successful teams.</li> <li>• Pupil tracking experience</li> </ul>	<ul style="list-style-type: none"> <li>• Budgetary management</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>

<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>• Passion for helping children and young people learn about the living world.</li> <li>• Trustworthiness and integrity.</li> <li>• Be tactful and diplomatic in his/her dealings with others.</li> <li>• Be aware of personal strengths and shortcomings.</li> <li>• Be able to seek and take advice.</li> <li>• Demonstrate an understanding of the school ethos.</li> <li>• Demonstrate an enthusiasm for the post.</li> <li>• Demonstrate dynamism and drive.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Ability to engender confidence in young people.</li> <li>• A warm, friendly and patient manner.</li> <li>• Ability to build positive relationships with all pupils that allow them to achieve to their highest potential.</li> <li>• Discipline and time management skills.</li> <li>• A sense of humour.</li> </ul>		<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
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