



**Head of Department
Biology**

Post Held: Head of Biology Department.
Responsible to: Headteacher
Salary Scale: MPS / UPS + TLR 2B
Responsible for: Biology Department
Line Manager: Assistant Headteacher with responsibility for Biology

Duties: Under the overall direction of the Headteacher and in the light of the School's mission statement to undertake the following responsibilities.

The Professional duties of all teachers, (other than the Headteacher) are set out in the STPC and describe the duties required of all main scale posts. In addition, the description of the requirements of the post of Head of Biology at Brentwood Ursuline Convent High School, in accordance with the criteria for the award of a Teaching and Learning Responsibility Payment, along with the particular duties expected of the post holder have been set out below:

- Major Duties:
1. To be accountable for the highest standards of student achievement within the Biology Department, monitoring and evaluation of student achievement and setting targets for improvement.
 2. To lead, develop and enhance the learning/teaching and assessment for learning practices of all teachers of Biology evaluating the quality of each in order to sustain effective practices in the subject.
 3. To be accountable for the strategic direction, leadership and management of Biology, the review, development and implementation of subject policies, plans, targets and practices within the context of the school's aims, policies and plans.
 4. To effectively line manage teaching staff and deploy teaching and associate staff in Biology.
 5. To ensure that subject schemes of work are in place, reviewing and updating content and method of delivery. To keep abreast of developments and current thinking about the subject area and its relevance to examinations and employment.
 6. To be responsible, in conjunction with the Senior Leadership Team, for the resourcing of the department.
 7. Meetings
 - a. To attend all meeting arranged for teaching staff, Heads of Department and Cluster meetings.
 - b. To hold regular departmental meetings to consider matters relevant to the department.
 - c. To liaise with other science teachers, schools and colleges as

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necessary.

- d. To co-operate in arrangements for year group parents' meetings, consultation days and option evenings
- 8. Liaison with person in charge of cover to ensure that arrangements have been made to provide work for absent colleagues.
- 9. to take on the responsibilities of a form tutor.

Other

- 1. Contribute to the ethos of this Catholic school.
- 2. To carry out any other duties relevant to the department or member of staff as directed by the headteacher.
- 3. The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this.