

Lead Teacher of Biology Job Description

Job purpose:

- To be accountable for all aspects of the teaching of and the learning in, and the outcomes from, biology.
- To ensure that LAE expectations are upheld.
- To lead, manage and support the teachers of the subject as they fulfil the responsibilities of their role.

A Lead Teacher reports to the Deputy Head (Academic) and to the Head Master.

Any safeguarding (child protection) concern or question must always be raised immediately with one of the Designated Teachers, or with the Head Master.

Key responsibilities of a Lead Teacher will include

1. Ensuring excellent learning in and teaching of and outcomes from the subject by

- consistently teaching excellent lessons, and being a model for the other teachers of the subject;
- enthusing, encouraging and enabling teachers of the subject to deliver consistently excellent lessons;
- ensuring that the sixth formers achievement in the subject meets all agreed targets;
- ensuring that there is a timely, well-structured and appropriately detailed Scheme of Work prepared in advance of each term;
- ensuring that the subject teachers and sixth formers have the required learning resources, including library books and textbooks, within the set budget;
- leading enrichment within and around the subject, and enthusing, encouraging and enabling teachers to contribute to this;
- maintaining aesthetically excellent, academically inspiring and information-rich displays;
- regularly monitoring learning and teaching in the subject, and sharing the findings with the senior leadership team;
- giving prompt and constructive developmental feedback to teachers following lesson monitoring;
- agreeing WWWs and EBIs, and ensuring that they are acted upon;
- organising regular assessments, and reflecting carefully and critically on learning and teaching strategies in the light of the results of these;
- keeping accurate and up to date records;

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in the Sunday Times Schools of the Year Awards 2015/16.

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- understanding the needs of the sixth formers with confirmed additional learning support needs, and supporting the subject teachers in their meeting of these;
- making a well-considered choice of examination board and reviewing this choice annually;
- ensuring correct exam entries, and that all aspects of the exam process (external and also internal) are carried out on time and to a very high standard;
- analysing exam results and assessments, and reflecting carefully and critically on learning and teaching strategies in the light of these;
- ensuring that there is accurate and up to date knowledge about the Higher Education options in the subject* available to sixth formers and tutors;
- understanding in detail the expectations and processes of Russell Group and equivalent universities around selective admission to read the subject*;
- organising a detailed and developmental programme of preparation and support for sixth formers applying to read the subject* at Russell Group and equivalent universities;
- contributing to the writing of the timetable, where appropriate;
- explaining and presenting the subject at LAE Open Events;
- promoting an interest in the subject* in local schools;
- collaborating purposefully and wide-rangingly with LAE's partner schools;

*(and those related to or dependent upon it)

2. Ensuring that LAE expectations are upheld by

- setting out clearly for the subject teachers the LAE expectations and the values that underpin them;
- supporting the recruitment, enrolment, induction and development of new teachers;
- supporting teachers in their role upholding LAE expectations, in particular their monitoring of the attendance, punctuality, and appearance of sixth formers;
- supporting teachers in their implementation of sanctions given in response to inadequate or incomplete learning;
- promoting respectful and considerate behaviour, and responding clearly and firmly on occasions when this is not the case;

3. Leading, managing and supporting the teachers of the subject as they fulfil the responsibilities of their role by

- assisting in the appointment and induction of teachers new to LAE;
- organising and running a regular and purposeful meeting with the teachers of the subject;
- being available to answer teachers' questions, and knowing when to take those to a member of SLT;
- when appropriate, attending meetings between House Tutors and parents / carers and / or providing any information required for such meetings;

- communicating with teachers and SLT promptly, proactively, and whenever possible in person;
- attending the regular Lead Teachers meetings, and sharing with the subject teachers relevant information and action discussed in or arising from those meetings;
- being committed to one's own professional development and identifying and responding to one's own training needs, thereby exemplifying that "at LAE, teachers are learners too";
- leading the implementation of LAE's Quality Improvement Plan, and contributing to its ongoing review, assessment and revision;
- communicating effectively and proactively with the senior leaders and other colleagues.

In addition,

- providing support and guidance to sixth formers and fulfilling all the necessary requirements of being a pastoral tutor;
- carrying out all other duties at the reasonable request of the Head Master.

Safeguarding

LAE is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo pre-employment screening, including an enhanced check with the Disclosure and Barring Service.

All employees must comply with LAE's Safeguarding & Welfare Policy. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety and welfare of our students, these concerns must be reported immediately in accordance with the policy.