



TEWKESBURY SCHOOL
EXPECTING AND ACHIEVING SUCCESS

Tewkesbury School



Head of Biology Information Pack

Start – 1 January 2019

Welcome Letter

Dear Applicant

Thank you for expressing an interest in our Head of Biology position. Science is a popular and successful subject at the school with strong outcomes at GCSE and A level. Large numbers of students choose to follow separate sciences at KS4 and all three sciences are routinely delivered in the Sixth Form to A level. Teachers tend to teach their specialism from KS4 upwards to improve continuity and progression to A level with excellent student outcomes.

We are seeking a committed individual who has the passion to develop and lead Biology education within a thriving and successful science faculty. You will be part of a large faculty of enthusiastic, capable and specialised staff, some of whom have responsibilities for subjects and/or Key Stages. We wish to appoint an ambitious and creative member of staff to teach science across all Key Stages but to specifically take the lead on biology education. You will build on the excellent work already in place and provide innovative ideas and inspirational leadership to further raise standards.

Tewkesbury School is a popular and rapidly improving comprehensive academy in Gloucestershire with around 1,350 students including around 200 in the Sixth Form. The school is well placed at Junction 9 of the M5 and within easy range of the Cotswolds, the Malvern Hills, Worcester, Cheltenham and Gloucester. Interested parties are invited to refer to our February 2016 Ofsted report which gives an accurate reflection of the school. Further details are available on the school's website which provides a clear flavour of our vision, educational philosophy and vast array of activities outside the classroom.

This is an excellent opportunity for an ambitious practitioner who wants to remain a classroom teacher whilst progressing into an important middle leadership role. The opportunity to engage in wider whole-school responsibilities and dedicated mentoring will ensure clear pathways for future career progression.

If you have the ability to inspire and lead colleagues with passion and a commitment to enhancing achievement, then we would be delighted to hear from you.

If you wish to discuss the position further then please do not hesitate to contact our Head of Science, Mr Grant Taylor, at the school.

Gary Watson
Headteacher

Applications should be completed online.



Job Description

Head of Biology

Grade:	Teacher Main Scale + TLR 2a
Responsible to:	Headteacher in all matters. Director of Science in relation to curricular matters and Head of House in relation to pastoral concerns and work as a tutor.
Purpose of Job:	To provide leadership and management of the curriculum area to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils.
Employment Duties	These responsibilities relate directly to the duties for which the incentive allowance has been awarded. This is in addition to the Job Description for a general teacher and form tutor.

Curriculum Provision

- a. To lead the development of the teaching of the department throughout the school.
- b. To co-ordinate and take day-to-day responsibility for the organisation and management of staff and resources involved in the teaching of the Department.
- c. To lead on the teaching at all key stages and with all examination work, co-ordinating both the teaching and the administrative work required.
- d. To ensure that the quality of all courses and examination work is of the highest standard with students achieving high examination performance.
- e. To prepare, maintain and develop courses of study, teaching materials, work schemes, methods of teaching and assessment.
- f. To ensure the provision of an effective curricular for all by:
 - i) providing progressive, relevant and enriching learning;
 - ii) regarding changes in Government, Exam Board or school requirements;
 - iii) establishing and constantly reviewing programmes of study and schemes of work which employ a variety of teaching, learning and assessment methods.
- g. To ensure that appropriate differentiated learning activities occur and that homework is regularly set and marked.
- h. To organise performances for examination groups.
- i. To organise exhibitions, e.g. for Arts Week.
- j. To oversee the running of extra-curricular drama activities.

Team Management

To develop an effective team by:

- a) Ensuring high quality and effective diagnosis, remediation strategies, communication and organisation;
- b) Monitoring standards of performance, including target setting, bench marking and formal appraisal when required;

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- c) Encouraging individual and collective development by providing INSET advice, identifying training needs, agreeing targets, organising departmentally-based INSET and liaising with various co-ordinators as appropriate;
- d) Promoting partnerships with parents.

Pupil Progress

To aid each pupil's progress and development by:

- a) Working with/monitoring pupil progress on a termly basis;
- b) Ensuring that positive and appropriate teaching and learning strategies are adopted to aid progression and development;
- c) Monitoring the writing of reports, and the use made of Parents' Evenings;
- d) Keeping departmental records adequate and up-to-date;
- e) Liaising with pastoral staff, support staff and parents in dealing with individual learning problems;
- f) Following the school's policies on Behaviour, Merits and Sanctions;
- g) Ensuring a well-ordered atmosphere for the departments' work, e.g. by displaying pupils' work in rooms which are maintained as a pleasant environment.

Resources : stock and equipment

To maximise the effectiveness of departmental capitation by:

- a) Keeping all expenditure within budget limits and to strictly follow the school's financial procedure and practices;
- b) Discussing expenditure priorities with colleagues;
- c) Ordering, storing and ensuring the good maintenance of books, materials, equipment and furniture;
- d) Keeping records and checking stocks as required.
- e) Tracking expenditure on external agencies.

Administration and Whole School Management

To play a part in the smooth administration and management of the school by:

- a) Working constructively with the Head teacher and the management of the school; providing a positive approach to staff morale, school ethos and the advancement of the school plan and the advancement of the school plan and the school aims.
- b) Supporting and developing cross-curricular initiative.
- c) To provide the Head, Senior Leadership Team Link with accurate and reliable information on the department, its activities and its staff.
- d) Attending Heads of Department meetings and communicating relevant decisions/information to the department.
- e) Organising departmental meetings, with agendas distributed in advance and minutes distributed to the Head and team members.
- f) Having discussed such matters with colleagues, liaising with the Deputy Head about timetable, rooming arrangements, and curriculum development as appropriate.
- g) Assisting in the appointment of new staff.
- h) Working with the Examinations Officer and the Senior Leadership Team to ensure that exam entries are effectively made.

Health and Safety

To ensure that the relevant Health and Safety regulations are known and adhered to, by teachers and technicians, by:

Communicating the appropriate Health & Safety and COSHH procedures to all relevant staff;
Providing INSET on these procedures on identifying opportunities for professional development;
Monitoring their implementation;
Supervising the use and care of equipment and rooms assigned to the department.

SAFEGUARDING

The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. In addition to these specific responsibilities, the teacher appointed must expect to undertake any other activities considered necessary to fulfil the responsibilities of this post and such duties of a similar nature as may be reasonably directed by the Headteacher.

Please note the duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Headteacher in the light of those changing requirements and in consultation with the post holder. In any event the Headteacher reserves the right to review and amend the job description.

The job description does not define in detail all duties/responsibilities of the post, which will be reviewed once a year and may be subject to modification or amendment after consultation and agreement with the post holder.

Our Vision

Young people will leave Tewkesbury School as confident individuals, successful learners and responsible citizens having experienced academic success in a happy, caring and stimulating environment.

Through our core values, all students will be empowered to meet the challenges of work and life in a rapidly changing global environment.

Our Core Values

Aspiration	Aim high and believe in yourself
Challenge	Strive to be the best you can be
Excellence	Celebrate your achievements and be proud of your efforts
Values	Conduct yourself appropriately and show respect at all times
Community	Care for your community, your environment and the people around you



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