

## Job description

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>Summary of the role:</b>	Teacher of Biology
<b>Reporting to:</b>	Head of Biology
<b>Department Overview</b>	<p>The Biology Department currently consists of six members of staff, including the Head of Department and Assistant Head. Teaching staff are supported by a highly efficient Biology Technician.</p> <p>The successful candidate will join this dynamic team in a suite of three Biology Laboratories and will involve teaching 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>Role Overview</b>	The role of Teacher of Biology is available from September 2017. The post holder will be expected to make a contribution to the extra-curricular programme and help to promote the Department to maintain and increase student standards and numbers.
<b>Main duties and responsibilities:</b>	<ol style="list-style-type: none"> <li>1. To deliver to pupils enthusiastic and expert teaching in Biology, ensuring the use of varied and innovative techniques, differentiation and academic rigour in the various year groups, including teaching Years 12 and 13 following the AQA specification.</li> <li>2. To deliver a small number of additional revision sessions for students.</li> <li>3. To use a variety of teaching methods to suit pupils' individual learning needs and to match approach to content; selecting appropriate learning resources and develop study skills through library, ICT and other sources, embracing the use of new technology.</li> <li>4. 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.</li> </ol>

5. To lead by example. To be punctual for lessons and monitor pupils' punctuality and attendance; to ensure that behaviour and actions do not place pupils or teachers at risk or harm or at risk of allegations of harm to a pupil; act as a positive role model and in a professional manner at all times.
6. To keep up to date with developments in the subject and new teaching methods and implement those in the classroom when appropriate, making full use of available facilities to include the regular use of peer observations.
7. To monitor the performance of individual girls in each class taught with respect to performance indicators.
8. To ensure work is differentiated to take into consideration differences in ability, aptitude and learning style of all girls in each class taught.
9. To take on the role of Form Tutor/Shadow Form Tutor, as required from time to time, which involves developing good working relationships with the girls and overseeing their well-being.
10. To liaise and communicate effectively, as necessary, with Form Tutors and Heads of Year.
11. To be prepared to deliver topics covered in form time and in the PSHCE programme.
12. 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
13. To contribute to the extra-curricular life of the school.
14. To organise and attend trips relevant to curriculum areas, ensuring these are managed through the relevant system and within budget requirements.
15. To assess, monitor and report in line with School policy and requirements.
16. To attend Parents' Evenings to ensure that appointments keep to time and meet the needs of the parents.
17. 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.
18. To become familiar with, and follow, all school policies.
19. To ensure awareness of what is happening in and around the school; checking and responding, where necessary, to school emails at least once every school day.
20. To improve IT skills, attending IT training courses in order to maximise effective 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</li> <li>• PGCE (Secondary) in Biology or equivalent</li> <li>• A Level in Biology</li> </ul>	<ul style="list-style-type: none"> <li>• First class or Upper Second Class honours degree</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>• Experience of teaching pupils in the relevant age range.</li> <li>• Working as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of contributing to extra-curricular work of the department.</li> <li>• Teaching experience beyond PGCE</li> <li>• Experience of teaching high ability pupils up to and including A-level.</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>• ICT literacy</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use pupil tracking data</li> <li>• Experience and/or awareness of the particular requirements of teaching in a single- sex girls' school.</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>• 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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