**Job Description**

**Reporting To:**

Cluster Leader – Senior Manager

The post would be suitable for an experienced teacher of Biology. You must have a good honours degree in a related subject, a willingness to drive innovation, and a familiarity with GCSE and A level specifications, ideally those studied at Pocklington School.

**Child Protection**

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and will adhere to and ensure compliance with the Foundation’s Child Protection Policy Statement at all times.

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 or welfare of children in the school they must report any concerns to the school’s Designated Safeguarding Lead or to the Headmaster.

December 2017

**Head of BIOLOGY**



The Head of Department has responsibility for the following:

* Designing, developing and delivery of effective provision within their department.
* Implementing agreed strategies to improve, monitor and evaluate teaching and learning standards within their department.
* The direct line management of staff members within their department.
* Accountability for their department’s examination results and responsibility for coordinating appropriate intervention where necessary.
* Taking an active part in initiatives to impact on wider areas of the Foundation and ensuring that communication with the School’s stakeholders is effective and appropriate.
* Overseeing, maintaining and updating risk assessments for the department.

**In addition you are also required to meet the following Key Tasks and Responsibilities of a Teacher:**

**Classroom Subject Teaching**

* Classroom Routine
  + adherence to school marking and homework policies for all pupils
  + submission of all marks, grades and reports by stated deadlines
  + maintenance of good order and discipline in classes
  + monitoring of attendance and follow-up of all absence
  + ensure lessons and other contact periods run to time
  + full and orderly maintenance of a mark book for each class
* Classroom Atmosphere
  + motivation and encouragement of all pupils within a purposeful classroom atmosphere
  + a willingness to assist pupils when they face difficulties in any reasonable way (this would include reasonable individual or group help outside lessons but would not include regular additional tutoring arranged with the head of department and parents)
* A Professional Approach
  + courtesy with pupils, parents and colleagues
  + a calm and objective approach whenever there is a need to

criticise or reprimand pupils

* + professional standards in demeanour and dress

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**Pastoral Responsibilities**

Assistance in pastoral responsibilities, normally in the role of tutor

**Upholding of School Rules**

**Sport, Societies and Activities**

* + a reasonable level of involvement with sport, societies or other activities in lunchtimes, after school or at other times
  + involvement in school holiday activities or trips is not normally expected, although such involvement may often be something teachers may wish to participate in, and is always welcome

**Administrative and Organisational Tasks**

* + where requested, a reasonable level of school administrative or organisational tasks
  + attendance at parents’ evenings, staff meetings and other events as required

**Duty Rosters**

Duty staff rosters as directed by the Professional Development Director.

**Hours of Work**

Teaching staff are expected to arrive for work in plenty of time before the beginning of the school day and to begin all lessons promptly. Saturday is a working day.

**Salary Scales**

Pocklington School has its own salary scales, the details of which can be discussed with the Headmaster at interview.

**Person Specification for a Head of Department**

**Personal Qualities**

* A motivational leader with the ability to both support and challenge
* A positive attitude towards professional development and own learning
* An effective communicator
* Accepts accountability and promotes continuous improvement
* Ability to self-reflect upon own performance

**Experience**

* Experience of leading a successful academic team (desirable)
* Evidence of a proactive approach to CPD
* Experience of supporting colleagues either through line management or as a coach/mentor
* Experience of observing and evaluating the quality of learning and teaching

**Knowledge & Skills**

* Strategic management skills
* High level of expertise in teaching and learning including analysis of assessment data
* High expectations and a commitment to raising standards
* Knowledge and understanding of management procedures

*You must also meet the following classroom teacher requirements*

**Person Specification for a Teacher**

**Personal Qualities**

* A commitment to the ethos and aims of the school
* An excellent classroom practitioner
* An ability to innovate, enthuse and use your own initiative
* An ability to maintain appropriate and supportive relationships with children, parents and staff
* A positive attitude to the use of authority and maintaining good behaviour standards
* An ability to work as part of a team/with colleagues
* A strong enthusiasm for teaching subject
* A flexible approach to working environment
* An enjoyment of working with children/young people
* A willingness to be fully involved in the life of the school and contribute to activities both in and outside the department

**Qualifications**

* Qualified Teacher Status/Postgraduate teaching qualification
* Good honours degree
* Commitment to ongoing personal development and training

**Experience**

* Either teaching practice during qualification or previous employment at an 11-18 school
* Capability to teach full ability range
* Successful track record in delivering pupil success
* Use of ICT in the classroom
* Experience of GCSE and A level

**Knowledge & Skills**

* Excellent interpersonal skills
* Ability to command respect of pupils
* Good organisational skills
* Good communication skills
* Awareness of National Curriculum requirements and GCSE/A level specifications
* Awareness of current thinking in education
* Knowledge, understanding and competence in ICT