



# St. Ignatius College

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[www.st-ignatius.enfield.sch.uk](http://www.st-ignatius.enfield.sch.uk)

Headteacher: **Mary O'Keeffe**

## **Job Description**

**Job Title:** Head of Biology

**Salary Scale:** MPS/UPS + TLR 2b

**Start:** September 2018

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## **Job Purpose**

The primary purpose of a Head of Department is to ensure that the standard of teaching and learning in all subject areas within the College and in key areas of College life are of the highest quality for all students and to shape the vision that allows this to happen. They are expected to support and advise the Headteacher on all key issues that are within their remit and the overall running of the College.

## **Key Tasks**

To create a College that inspires students and staff to become effective lifelong learners by:

- Ensuring high standards of teaching and learning for all students throughout the College, with particular focus on the Biology Department.
- To work in conjunction with the SLT to deliver on identified targets within the School Development Plan.
- Completing an annual self-review of their role and responsibilities, including an analysis and commentary on student and staff impact whether it be academic, pastoral, environmental or strategic.
- To be accountable for the highest standards of pupil achievement within the College and the Biology Department, monitoring and evaluation of pupil achievement and setting targets for improvement in conjunction with the rest of the SLT.
- To lead, develop and enhance the teaching practice of all teachers within the College and the Biology Department, evaluating the quality of teaching and securing and sustaining effective teaching of the subject in conjunction with the rest of the Leadership Team.
- Monitoring and evaluating the quality of learning including planning, lesson delivery, teacher feedback, assessment, differentiation and classroom management.