



Head of Biology (full time, permanent), starting in either April 2026 or September 2026

Job purpose

We are looking for an experienced, enthusiastic and forward-thinking teacher to take up the role as our Head of Biology. You will be a strong team player and be committed to a school ethos based on high quality teaching, excellent examination results, shared resources, and mutual support.

Responsible to: Head of Science & Senior Deputy Head

Responsible for: all teaching and support staff, as well as all pupils working in the department

Main responsibilities

1. To lead and inspire colleagues and pupils, who respectively teach and learn biology.
2. To work closely with the department's other respective Heads of individual sciences, KS3 Science Co-ordinator, Science technicians and Head of Science.
3. To establish the direction of the biology department, including reviewing and writing the annual departmental development plan.
4. To prepare, implement, update and evaluate the effectiveness of all shared departmental policies.
5. To oversee all aspects of the biology curriculum, including annual reviews of schemes of work, to ensure that the curriculum continues to meet the needs of the pupils and incorporates any national developments as appropriate.
6. To review and order resources as appropriate, such that they continue to meet the needs of the biology curriculum.
7. To attend science departmental meetings and chair biology meetings, which take place at least twice per term.
8. To ensure that communication within the biology department remains effective and open.
9. To manage the biology department centrally through the science Team, including shared resources and readily accessible policies and documents.
10. To operate a consultative procedure, formally and informally; this will grant all members of the science department the opportunity of taking part and voicing their opinions.
11. To manage all aspects of Performance Development Review (PDR), including CPD of departmental colleagues, in accordance with school policy.
12. To support departmental colleagues as necessary with regard to pupils who give cause for concern, either through underachievement or due to poor behaviour, including appropriate liaison with parents and pastoral colleagues as required.



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13. To maintain the highest standard of teaching and learning throughout the biology department, including carrying out lesson observations in accordance with school policy.
14. To ensure that opportunities for more able pupils are always offered and that pupils who struggle in the subject receive reasonable additional support.
15. To co-ordinate additional tuition to pupils who wish to apply to Oxbridge and support their application throughout.
16. To have responsibility for the internal and external marketing of the department, including Open Evenings, the school website and departmental literature.
17. To advise on staff deployment within the timetabling requirements in consultation with the Head of Science and Senior Deputy Head.
18. To oversee all aspects of internal and external assessment in the department, including liaison with the Examination Officer as appropriate.
19. To analyse internal and external assessment results, in line with school and departmental policy, to ensure that pupils achieve to their best.
20. To manage all other aspects of Assessment, Recording and Reporting; this includes ensuring that colleagues mark work according to policy and have adequate records of attainment.
21. To co-ordinate and take a leading and active role in all aspects of departmental co-curricular activities.
22. To maintain the fabric and general resources of the science department to a high standard.
23. To manage the departmental budget with consistency and fairness.
24. To attend half-termly meetings of the Academic Committee, representing the department.
25. To remain up to date with developments in science and inform all teaching colleagues as appropriate.
26. To attend appropriate subject meetings operated by examining boards, HMC North-west, and the United Learning.
27. To advise pupils accordingly with regard to subject specific career options as well as internal curriculum options, in accordance with school practice.
28. To support new colleagues, supply staff or trainee teachers in the subject, as required.
29. To co-ordinate work for an absent colleague in the subject.
30. To ensure the safety of staff, pupils and visitors in accordance with the Health and Safety objectives of the school and department, particularly with regards to risk assessments.
31. To carry out any other duty as may reasonably be required by the Headmaster or Senior Deputy.



Person Specification

Note to Applicant: In your application, you should provide evidence of meeting all points on the person specification, particularly those marked 'essential'.

Key to Assessment Methods: A - Application, I - Interview, T - Teaching

CRITERIA	KNOWLEDGE AND SKILLS	METHODS OF ASSESSMENT
Qualifications and Training	Essential <ul style="list-style-type: none"> Degree in biology, or equivalent professional experience. PGCE or equivalent in related subject, or appropriate professional experience. Ability to teach biology up to A level. 	A A I A I
	Desirable <ul style="list-style-type: none"> Evidence of commitment to continued professional development. 	A
Experience	Essential <ul style="list-style-type: none"> Recent experience as an effective teacher of biology in a secondary school 	A I
	Desirable <ul style="list-style-type: none"> Experience of observing and evaluating the quality of teaching. Experience of overseeing and developing new schemes of work. 	I A I
Skills/Abilities	Essential <ul style="list-style-type: none"> A reflective classroom practitioner, with a consistently high standard of pedagogical practice. 	A I T
	<ul style="list-style-type: none"> Ability to work independently and as part of a team 	A I
	<ul style="list-style-type: none"> Good interpersonal skills with the ability to challenge, enthuse, inspire and motivate others. 	A I T
	<ul style="list-style-type: none"> Good communication skills, both written and oral, and the ability to communicate effectively with parents, senior staff, governors and the like. 	A I
	<ul style="list-style-type: none"> Ability to effectively analyse and interpret a wide range of educational data and other information. 	A I



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	<ul style="list-style-type: none">Confident use of information and communication technology. Desirable <ul style="list-style-type: none">Effective presentation skills.	A I T I T
Commitment	An understanding of and a personal commitment to the vision, values and ethos of AKS Lytham.	I
Other	Essential <ul style="list-style-type: none">Ability to engage pupils of different abilities and bring out the best in them.Commitment to, and experience of, the delivery of the curriculum through clubs, societies, lectures, trips and visits.Up-to-date knowledge of examination board requirements at GCSE and A level.Knowledge of recent and anticipated curriculum developments in biology.Self-motivated, flexible, with a positive mindset.Well-presented, smart and professional appearance.	I T A I A I A I I I