



**Subject Leader of Biology**

**RECRUITMENT PACK**

Horizon Community College

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*We are very confident that the college will go from strength to strength.*

# Welcome



Mr Nick Bowen

Horizon Community College opened its doors in September 2012 with the challenging ambition of raising achievement to a level that would put the college among the top 10% of schools in the country. With an extremely positive Ofsted report describing the college as 'Good' in every category, achievement and attainment significantly above the national average and an enviable staff base, we are well on our way to achieving this.

We have a vision for redressing the imbalance, re-shuffling the pack and giving the young people of Barnsley a better hand – a better deal - breaking the 'vicious circles' of underachievement and low aspiration and transforming the lives of every young person.

Examination results have been consistently high since Horizon Community College opened. Success in the English Baccalaureate subjects: English, Maths, Science, Humanities and Languages means that the number of students achieving the English Baccalaureate is extremely high and significantly above the national average. Examination results in other subjects: the Performing Arts, Art, Photography, PE, RE, Computing, Textiles, Sociology, Business Studies are also exceptionally high. We are extremely proud of these achievements which place the school in the top 27% of schools in the country.



Mrs Claire Huddart

It is heartening to see so many students taking on leadership roles within the college and within the wider community. We want Horizon Community College to be at the heart of this community and the impact of community enterprise activities and the full car parks up to 9.30pm in the evening highlight just how far we have come in achieving this goal too.

New Year 7 students, who start in July rather than in September, benefit greatly from having their own 'school' within the college, where they spend most of their working week. In effect, Year 7 students attend the smallest secondary school in Barnsley, but have access to the best facilities in the country.



Mrs Margaret Gostelow

We want young people to leave Horizon Community College well qualified and with a unique skill set that will enable them to stand out from the crowd. We want young people to be in possession of a passport of leadership and employability skills that will enable them to pursue exciting careers, attend prestigious universities, complete dynamic apprenticeships and play leading roles in regenerating this area.

The following pages detail our Strategic Priorities and Learner Expectations and Attributes. To get a further insight into life at Horizon, [click here](#) for our latest College video.

We are proud of the professional development opportunities that exist for all staff. A full programme of CPD runs throughout the year. This is often tailored to the particular needs and stage of staff, from ITE, NQT, RQT through to leadership programmes. Where necessary we use external trainers with national profiles. For example, we are currently working closely with Gavin Clowes in our work on Kagan Co-operative Learning, and Mark Finnis around Restorative Practice.

We are extremely proud of what has been achieved within the first five years and hope you are as excited as we are about the next five. We trust this document provides you with the information you need.

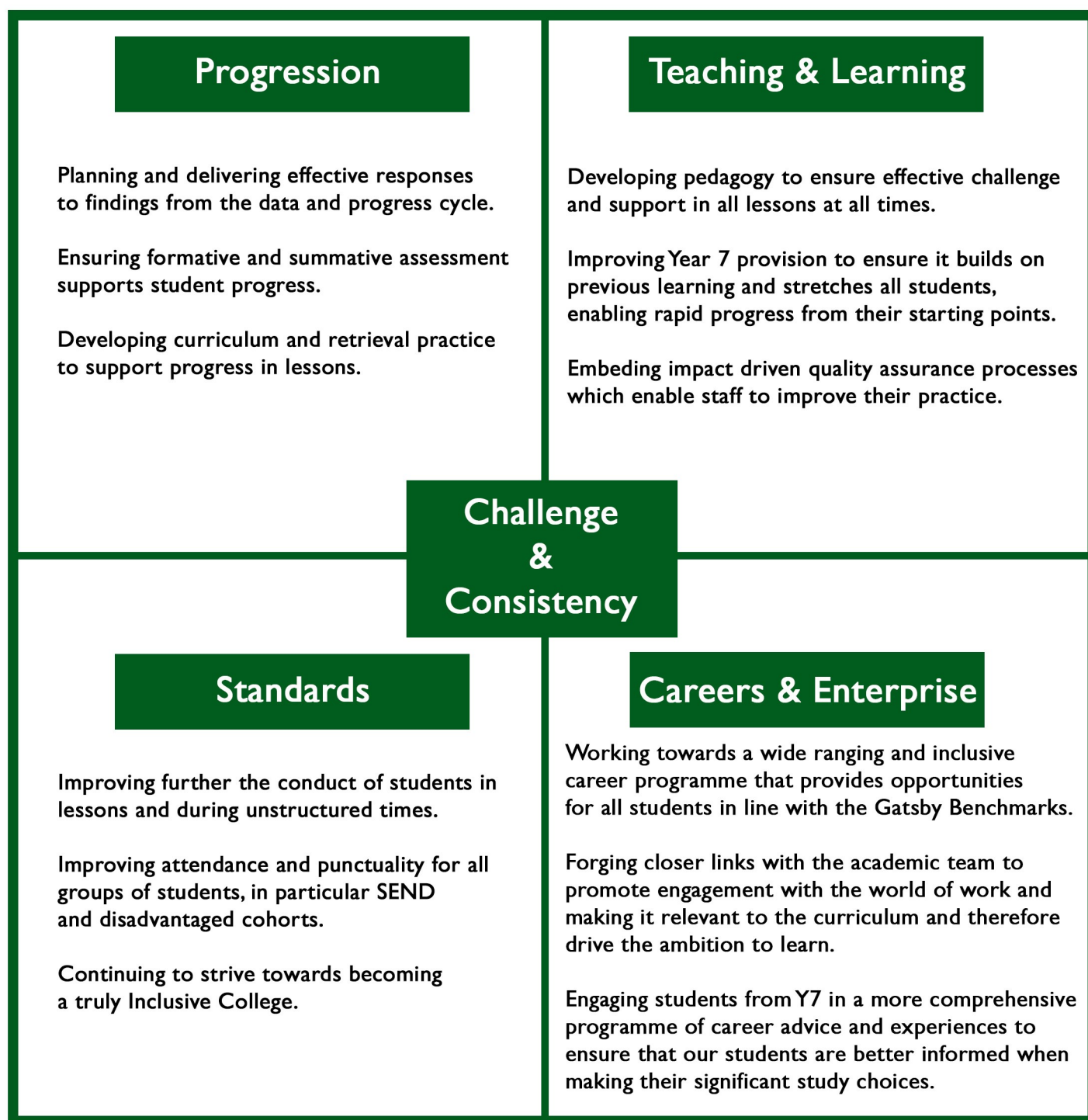
Nick Bowen  
Executive Principal

Claire Huddart  
Principal

Margaret Gostelow  
Chair of Governors



# Strategic Priorities 2018-2019



Our strategic priorities summarise our plans here at Horizon community college as we continue on the journey to achieve our ambition of being a school placed in the top 10% of all schools nationally and where students are positive role models.

**Claire Huddart (Principal)**



# Learner Expectations and Attributes



## Expectations

## Attributes

### Approach

### Relationships

### Ready to Learn

**Pride**

- Be smartly dressed, in correct uniform
- Take pride in all you do, especially with written tasks

**Organisation**

- Bring correct equipment to every lesson
- Organise your study time and complete homework to the best of your ability

**Effort**

- Be conscientious - go above and beyond with tasks set
- Actively look to improve your work

**Engagement**

- Be focussed and attentive in lessons
- Act on advice and feedback at all times

**Questioning**

- Contribute in every lesson
- Ask questions to deepen your knowledge and understanding

**Honesty**

- Take ownership of what you say and do
- If you make a poor decision, own up to it and learn from it

**Respect**

- Follows staff instructions straight away and without argument
- Be polite and courteous to others

**Kindness**

- Be considerate and supportive of others
- Treat others as you would expect to be treated

**Teamwork**

- Engage with Kagan cooperative learning
- Take on an active role within the team, readily sharing ideas and information

**Tolerance**

- Value others regardless of sexuality, race, faith, gender or disability
- Accept the quirks of others

**Independence**

- Demonstrate dedication & commitment
- Be self-disciplined and evidence self-direction

**Resilience**

- Persevere and recognise it is alright to make a mistake
- Respond well to constructive criticism

**Communication**

- Be able to explain your point of view
- Communicate clearly so others can understand

**Inquisitiveness**

- Demonstrate a love of learning
- Seek to discover new things and be prepared to take risks

**Confidence**

- Approach all challenges with a positive mindset
- Be willing to take on leadership roles

4

Rarely meets expectations and demonstrates few of the attributes.

3

Sometimes meets expectations but is inconsistent, and demonstrates some of the attributes

2

Meets expectations most of the time and demonstrates some of the attributes.

1

Consistently meets expectations and demonstrates most or all of the attributes.

# Child Safeguarding Policy

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service (DBS) check will be undertaken for the successful applicant.

The College pays full regard to DfES guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works for Horizon who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

Please visit:

<http://www.horizoncc.co.uk/safeguarding/>

# Subject Leader of Biology

**Location: Horizon Community College, Barnsley**

**Salary: MPS/UPS + TLR 2c**

**Type: Permanent**

**Closing Date: 23 January 2019**

**To Start: September 2019 or sooner**

We are delighted to offer this exciting opportunity for an inspirational and talented teacher to join our Science team from September 2019 (or sooner). Working with the Subject Leaders, you will monitor, support and drive the improvement of teaching and learning, with the view to further improving rates of progress for students studying Science.

You will report directly to the Subject Leaders for Science. The role will focus on teaching, learning and assessment, alongside the coaching and development of staff within the Science team. This role would suit an ambitious and consistently good or outstanding teacher looking to develop their career in middle leadership. You will benefit from a balanced timetable and the support of a very able and knowledgeable leadership team. An ability to develop and inspire young people and contribute to school improvement is essential. The ideal candidate will be a Science specialist with experience of successfully driving standards within Science, across years 7 to 11.

We welcome applications from colleagues who want to be part of a positive and forward thinking team at this exciting time for the school.

**To be successful, you will:**

- engage and enthuse our learners through a commitment to outstanding teaching and learning;
- have high expectations of students and help to drive student aspirations;
- contribute to the development of a strong and forward-looking team;
- be innovative in your techniques to motivate and inspire young people;
- build positive relationships with staff, students and parents alike.

**We offer:**

- relatively small class sizes;
- a calm teaching environment where behaviour for learning is good;
- superb career development opportunities;
- bespoke CPD opportunities to enhance professional growth;
- exceptional teaching and learning facilities and resources.

*This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A disclosure and barring services check will be undertaken for the successful applicant.*

# Job Description

## Job Description

**BARNSLEY**

Metropolitan Borough Council

<b>DIRECTORATE/DEPARTMENT:</b> Children, Young People and Families	
<b>SERVICE AREA:</b> Horizon Community College	<b>SECTION:</b>

<b>JOB TITLE:</b> Subject Leader of Biology	
<b>JOB REFERENCE NO:</b>	<b>GRADE:</b> MPS/UPS TLR2c

<b>RESPONSIBLE TO:</b>	Joint Subject Leaders - Science
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<b>EMPLOYEE SUPERVISION:</b>	
<b>DATE AGREED:</b>	<b>BY WHOM:</b>

### Purpose of Post:

- To be accountable for leading, managing and developing teaching and learning of Biology within the Science Subject Team area.
- To develop and enhance the teaching practice of others with regard to lessons in Biology
- To work with other colleagues to develop the agreed APP at KS4 across the science department.
- To raise the standards of student attainment and achievement in Biology within the Subject Team area of science and to monitor and support student progress
- To effectively manage and deploy resources within the Science Subject Team area, to support the learning & progress of students in Biology

### Duties and Responsibilities:

#### Operational & Strategic Planning

- To lead the development teaching and learning for Biology within the Science Subject Team area, in line with whole school policies and practices, using the accelerated learning cycle, collaborative/co-operative learning and assessment for learning.
- To actively monitor and follow up on the quality of teaching and learning in Biology, using whole-school and department data and analysis, developing support strategies for teachers as required.
- To lead and manage the planning of teaching and learning for Biology, ensuring that long, medium and short-term planning, of the whole team and of individuals working in the team, is robust, detailed and comprehensive, supporting the needs of students and teachers alike and in line with whole school priorities as outlined in the Strategic Plan.
- To lead and manage within the department an agreed Strategic Contribution derived from the whole School Strategic Plan, ensuring impact on the practice of colleagues and the progress of students

#### Curriculum Development

- To effectively lead curriculum development within the Science Subject Team for Biology.
- To ensure that the Science Subject Team is kept up to date with national developments in the subject area and with developments in teaching and learning & related methodology; similarly with regard to the Strategic Contribution.
- To ensure that the Biology curriculum is actively monitored and reviewed in line with student need and initiatives at national, local and school levels.
- To ensure that provision for developing Key Skills is made for students in the Science Subject Team area.
- To ensure that the development of the curriculum/curricula in the Science Subject Team area is in line with



# Job Description

national developments.

## **Staffing**

- To ensure that the development needs of staff in the Science Subject Team with regard to Biology are identified through Performance and Line Management processes and to liaise with the Science Subject Leader to identify ways in which these needs can be met.
- To take a lead in training and developing staff with regard to the teaching and learning specifically APP at KS4 in biology and STEM/HSW/Literacy

## **Quality Assurance**

- To ensure the effective operation of quality control systems, half termly work scrutiny, collaborative monitoring, evaluation and review of long, medium and short-term planning, analysis of lesson observations, data analysis.

## **Management Information**

- To ensure that accurate and up to date information on teaching and learning is maintained and that support strategies/plans are reviewed.

## **Communications**

- To ensure Science Subject Team colleagues are provided with key information with regard to biology and the Strategic Contribution in a timely and efficient manner.

## **Marketing & Liaison**

- To ensure that effective bridging projects with partner schools are developed and to attend, where appropriate, liaison events with partner schools
- To ensure that effective projects are developed for National Science and Engineering week.

## **Management of Resources**

- To effectively manage Biology resources to optimise the environment and resources for learning

## **Pastoral System**

- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description
- To ensure that the Subject Team area in biology contributes to PSE, Citizenship and Enterprise according to the school policy

## **Strategic Contribution**

- To take responsibility for developing Biology within the Science Subject Team, ensuring that all Subject Team colleagues are informed about and up skilled in these areas.
- To monitor, evaluate and review the impact of the Strategic Contribution in terms of impact on teaching and learning, student conduct, progress and attainment, making further interventions as necessary.
- To work with the Vice/Co-principal and colleagues in Strategic Contribution roles in other Subject areas to ensure that the Strategic Contribution is rolled out whole-school, ensuring that all colleagues are informed about and up skilled in these areas.
- With the Vice/Co-principal and other Strategic Contributions, to monitor, evaluate and review the impact of the Strategic Contribution in terms of impact on teaching and learning, student conduct, progress and attainment, making further interventions as necessary.

## **Teaching**

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher, as laid out in that generic Job Description

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- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher, as laid out in that generic Job Description

## **Other Specific Duties**

- To continue professional development appropriate to role, taking into account future developments in the Science Subject Area and Subject Team need, as identified in Performance/Line Management meetings and in the self-evaluation/Strategic Plan.
- To undertake any other duty as specified by the STPCB not mentioned above.
- Whilst every effort has been made to explain the main duties and responsibilities, each individual task has not

# Job Description

been identified.

- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in his job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

***The College 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.***

**Date Job Description Revised:**

**By whom:**

# Person Specification

## EMPLOYEE SPECIFICATION

The Council 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.

When filling in the application form, please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the Essential and Minor criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post, then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act (DDA), we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA, we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

<b>Post Title: Subject Leader of Biology</b>	<b>School: Horizon Community College</b>	<b>Grade: MPS/UPS TLR2c</b>
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Criteria No	Attributes	Criteria	How Identified (either Application Form or Interview)	Rank (Essential/Minor)
	<b>Relevant Experience</b>	Successful experience of teaching Biology at secondary level	Application form/Letter	Essential
		Experience in: Curriculum development Administration Personnel management Resource manager	Application form/Letter/Interview	Essential
	<b>Education and Training Attainments</b>	Teaching qualification	Application form/Qualification certificate	Essential
		Degree in a relevant subject	Application form/Qualification certificate	Essential
		Evidence of training in use of up-to-date ICT	Application form/letter	Essential
		Commitment to further professional development	Application form/letter	Essential
	<b>General and Special Knowledge</b>	Recent developments in courses and syllabuses in Biology	Application form/letter	Essential
		Assessment practices and requirements in Biology	Application form/letter	Essential
		Application of ICT to the teaching of Biology	Application form/letter	Essential
		A good knowledge of the Secondary National Strategy in relation to the teaching of Biology	Application form/letter	Essential
		Demonstrate knowledge and understanding of current educational developments	Application form/letter	Essential
	<b>Skills and Abilities</b>	Ability to teach Biology at Key Stage 3 and 4	Application form/letter	Essential
		Demonstrate a clear educational philosophy in sympathy with the school's aims and values	Application form/letter	Essential
		Demonstrate an ability to interpret national and LA initiatives in a way appropriate to the school	Application form/letter	Essential
		Demonstrate a determination to secure the highest quality of educational experience for all pupils	Application form/letter	Essential
		Demonstrate a clear understanding of and commitment to equal opportunities (gender, race, class and special needs)	Application form/letter	Essential
		Demonstrate a knowledge and ability to use ICT systems	Application form/letter	Essential
		Demonstrate commitment to inclusion	Application form/letter	Essential
		Ability to develop and maintain appropriate and efficient administrative systems	Application form/letter	Essential

# Person Specification

		Ability to set realistic targets	Application form/letter	Essential
		Ability to accept responsibility, monitor and evaluate	Application form/letter	Essential
		Ability to exercise judgement and make decisions	Application form/letter	Essential
		Ability to work with and within a team	Application form/letter	Essential
		Ability to communicate clearly and liaise effectively	Application form/letter	Essential
		Ability to engage young people in learning and assess their progress	Application form/letter	Essential
		Ability to use Information Technology	Application form/letter	Essential
		Ability to form and maintain appropriate relationships with children and young people	Application form/letter/interview	Essential
	<b>Additional Factors</b>	Commitment to the safeguarding and promotion of the welfare of children and young people	Application form/letter/interview	Essential

In compiling this, please refer to the Section 'Review Job Description and Employee Specification' in the Recruitment and Selection Code of Practice.

# Further Information

Should you wish to discuss the role further please contact us on 01226 704230.

Please read the [Guidance Notes for Applicants](#) before completing an application form.

This is an exciting and rewarding role and we look forward to receiving your application.

## **The Application Process**

The candidates selected for interview will be informed after shortlisting and full details of the interview process will be provided.