

Head of Department - Biology – Job Description

TLR 2b

Salary: The post carries a TLR 2b allowance of £4,319 in addition to the post holder's substantive salary

Responsible to: Head of Faculty

Line Management: To line manage departmental staff as designated. In addition the post holder is responsible for the performance of all subject-specific staff when they are teaching within that subject area

Job content - Strategic Purpose:

Under the direction of the head of faculty/director of studies the subject leader will take a lead role in the strategic direction and development of the subject. S/he shall establish the aims and objectives of the subject to reflect the overall aims and objectives of the school through development and consistent application of school policies.

Core responsibilities

- S/he shall have overall responsibility for the development and review of all teaching and learning resources in the subject area.
- S/he shall share responsibility for ensuring that all students within the subject department meet agreed targets through effective recording, reporting and monitoring.
- S/he shall contribute to the development of excellent schemes of work and share responsibility for ensuring that all teachers are performing to the highest possible standard when teaching the subject.
- S/he shall work within the school's professional development programme to ensure that s/he and all teachers keep their knowledge and expertise up to-date.
- S/he shall represent the interests of the subject within the wider management of the school and participate in local collaborative arrangements which may benefit the quality of teaching and other provision within the subject.
- S/he shall manage subject specific resources and ensure value for money in subject delivery and development.
- S/he shall contribute to the school's in-service training programme as appropriate and monitor the progress of staff towards meeting the overall aims and objectives in relation to the subject.
- S/he shall lead, develop and enhance the teaching of other teachers within the department.
- S/he shall contribute to the development and delivery of whole school initiatives as required.
- S/he shall lead and develop subject-related extra-curricular activities.
- In addition to the TLR responsibilities s/he shall perform the duties of a main scale or upper pay range teacher as appropriate