



King Edward's

WITLEY

Job Description – Full Time Teacher of Biology

Overall Purpose

To deliver a rich and engaging range of lessons across all age ranges and Key Stages in Biology and in the longer term, to participate in the introduction of Psychology as a Sixth Form subject in the Science department.

To assist the Head of Department with the School's delivery of subject teaching, which is effective, engaging and interesting and supports the School's aspiration to provide outstanding teaching and learning for its pupils. To safeguard and promote the welfare of children.

Reporting to: Head of Biology and Head of Science

Location: King Edward's Witley

Direct reports: None

Hours of work: Full-time

KESW is a vibrant community of committed staff and pupils full of enthusiasm and excitement. The School offers a rich learning environment where we encourage pupils to excel, where we support them through a wealth of learning opportunities, embedding independence of mind, integrity and an enjoyment of all aspects of school, both academic and co-curricular. We are also keen to nourish and develop our staff through focused professional development tailored to the needs of our individual teachers, allowing each one to flourish and enrich both subject knowledge and pedagogy. Our colleagues are involved in research projects, masters programmes and are offered regular opportunities to extend their academic and pastoral knowledge and skills through INSET.

We expect our teachers to contribute to our collaborative and collegiate Common Room, to share in developing the policies, strategies and systems that underpin our daily practice, as well as supporting their Head of Department to ensure that our pupils achieve excellent results. We celebrate success and model a culture of aspiration, intellectual curiosity and appreciation for the different skills and knowledge that all contribute to the education of rounded, happy pupils who will leave KESW equipped to seize opportunities, relish challenge and build for themselves happy and fulfilling lives.

We are seeking an enthusiastic teacher of Life Sciences with experience of either Biology or Psychology and an ability to offer Biology across all year groups from Year 7 through to Sixth Form and Psychology in the Sixth Form at either IB or A-Level.

Main duties and Responsibilities of KESW Teaching staff

Knowledge and Understanding

- Demonstrate a secure command of and expertise in their specialist subject/s
- Deploy a wide range of teaching strategies to Inspire enthusiasm and confidence in our pupils
- Teach the timetable allocation of groups across the age and ability range as agreed with the Head of Department, at KS3, GCSE and A-level/IB.
- Ensure that pupils are taught according to their individual needs and abilities, following the syllabus and the schemes of work set by the Head of Department.
- Fully support the progression of pupils' acquisition of knowledge, skills and understanding.
- Understand how the pupils' learning is affected by their intellectual, emotional, physical and social development.

Planning, Teaching and Classroom Management

- Contribute to the development of the schemes of work and curriculum within the department.
- Contribute to the development of teaching and learning materials for use by the departmental team.
- Plan their own teaching to maximise progression in pupils' learning and self-development by identifying clear objectives, setting demanding expectations to challenge pupils, and by sharing clear targets for pupil learning, which build on their previous learning experiences.
- To promote active and independent learning that enables pupils to think for themselves and to plan and manage their own learning.
- To have high expectations of pupils and build successful relationships centred on teaching and learning.
- Make effective use of the assessment information on pupils' attainment, learning styles and progress, to plan future lessons and to identify individual needs.
- Liaise with individual pupils' Learning Support Teachers where relevant to support their progress.
- Prepare pupils for examinations and provide evidence of their progress toward their expected grades to the Head of Department.
- To take responsibility for adherence to the King Edward's standards of behaviour in classrooms by maintaining high standards of discipline where necessary using the recognised system of sanctions.
- Develop positive, productive relationships to nurture self-belief and confidence in pupils.
- Produce displays of work for Departmental areas and classrooms.
- Protect the fabric of the classroom, furniture and display areas.
- Ensure that classrooms are left tidy after each lesson.

Assessing Pupil Performance

- Effective and wide-ranging use of assessment tools to measure pupil progress. .
- Be aware of any special educational needs and any benchmark data that is available for each pupil.
- Work with the Head of Department to establish expected grades for each pupil.
- Set prep according to school policy and follow the prep timetable.
- Mark pupil's work with detailed comments, both oral and written in accordance with school policy.
- Keep records of work covered and the standards achieved by each pupil.
- To write and complete reports adhering to the deadlines set by Senior Management Team.

Co-curricular

- To contribute fully to the wider academic, co-curricular and pastoral life of a busy boarding school according to skills and enthusiasm be that in sports, arts, community and other activities. Normal expectation is that all teachers do a weekly duty night in one of the houses.
- Tutoring - to take responsibility for the academic progress and overall welfare of a group of approximately 16 students
- To contribute to the wider academic life of the school via enrichment activities, subject clinics and revision groups.
- Although there are no lessons on Saturday mornings, the weekend programme is a busy one and all teaching staff participate in one way or another.

General

- To make a positive contribution to the department by attending departmental and staff meetings
- To make a positive contribution to the School and strengthen the partnership with parents by attending meetings as required i.e. 'whole school' INSET days, chapel services and parent conferences.
- To use the school's information system, currently ISAMS, according to school policy to keep accurate attendance and assessment data, as well as a record of Rewards and Sanctions.
- To maintain own continuing professional development, deepening subject knowledge, extending pedagogical understanding and keeping up to date with legal requirements
- To maintain appropriate confidentiality of information relating to the School and its staff and maintain compliance with the GDPR.
- To adhere to the School's Company Health, Safety and environmental Policy at all times
- To actively promote the School's Safeguarding Policy
- To carry out any other reasonable duties as required

Person Specification

Essential

- A good degree in Biology or a related subject or recognised equivalent
- An ongoing commitment to deepening subject knowledge
- A teaching qualification, such as a PGCE or recognised equivalent
- The ability to teach up to up to GCSE and A-level/IB
- Enthusiasm and commitment to high quality, inspirational teaching
- Interest in collaboration with colleagues within and across departments
- Willing to contribute fully to the wider academic, co-curricular and pastoral life of a busy boarding school
- Excellent verbal, written and numeracy skills.
- Ability to manage workload, to prioritise and track progress of a wide range of tasks.
- A positive attitude, readiness to take initiatives and follow these through
- Knowledge of GDPR.
- Excellent interpersonal and communication skills
- Unflappable and highly flexible, a team player with a good sense of humour.
- An appreciation and dedication to the importance of the safeguarding agenda.
- Enthusiasm for the sympathy with an educational environment and the aims of KESW in particular.

Desirable

- The ability to offer Psychology as a second subject
- Previous experience of teaching IB would be an advantage

The Department:

The Biology department currently offers Biology across all year groups, including IGCSE, IB and A-Level delivered by three teachers. The Biology department also offers Environmental Systems and Societies to our Sixth Form IB students. We are now looking to introduce Psychology to our Sixth Form groups. In the Lower School (years 7 and 8), we offer students a rich introductory course to all three major science subjects. At GCSE, most students will take Combined Science, with a group of up to 20 students invited to take Triple Science provided they have demonstrated a sustained enthusiasm and aptitude across all three sciences. At Sixth Form, our most able scientists are encouraged to take either Higher Level IB or A-Level Biology. We also teach Standard Level IB to pupils doing the IB whose strengths may lie in other areas.

The department is based in a dedicated building where each teacher has a laboratory. Three subject-specific technicians support the work of the department and the department is well-resourced with textbooks, projectors and whiteboards and extensive access to software that enriches science learning. We place a strong emphasis on providing our pupils with the opportunity to participate in lively and varied practical lessons. Colleagues collaborate in planning and development across all subject areas as well as participating in cross-curricular initiatives. The department organises a range of trips, workshops and activities from Café Scientifique to revision days for students taking public examinations.

The Post: -

This is a permanent, full-time post. Subject specialist teachers at King Edwards' can expect to teach across all year groups from Key Stage 3 to Sixth Form. We operate a 60-period timetable across two weeks, with full-time colleagues teaching 46 periods per fortnight. Lessons are 55 minutes long. The timetable is likely to include at least one Lower School Science class of eight periods per fortnight, a Third Form (year 9) Biology class, an IGCSE class and in the longer term to work in the Biology department to establish Psychology as a curriculum subject in a friendly, collegiate department.

The above is not intended to be an exclusive list of tasks and only outlines the primary tasks expected. Any other duties may be expected as appropriate to the post holders grading and ability. This post is subject to an annual performance review. This job description will be reviewed as appropriate in consultation with the post holder, the post holder should expect some further adjustments to responsibilities to account for the integration of Barrow Hills School.

Terms and Conditions: King Edward's has its own salary scale, which provides generous remuneration. Single or family accommodation may be available at favourable rents; currently around 50 teaching staff live in school accommodation. Children of staff may be educated at King Edward's Witley and Barrow Hills School as day pupils at a very significantly reduced rate of fees, subject to household means-testing. Teaching staff are members of the Teachers' Pension Scheme.

FURTHER INFORMATION:

The School: Founded in 1553 by Royal Charter in the City of London, King Edward's is the operational arm of Bridewell Royal Hospital, a charitable foundation with assets in excess of £30m which provides for children in need of a boarding style of education. In 2017-8 the foundation provided support to over 70 pupils to attend the School.

King Edward's Witley is a co-educational boarding and day school for around 400 pupils, around 55% of whom board. Main entry points at 11+, 13+ and Sixth Form.

Around 38% of students are from abroad, from over 40 different countries. There is a Sixth Form of 140, most of who go on to universities, including Oxford and Cambridge. At the same time the curriculum is deliberately broad and suitable for pupils of differing abilities. The School has become known for its innovative approach, including in 2004 the introduction of the International Baccalaureate Diploma, now its predominant Sixth Form curriculum, alongside A levels for some who wish to specialise earlier. The Head is a member of HMC. Further details of the School are to be found in the Independent Schools' Year Book, or on our website www.kesw.org.

The Area: King Edward's Witley occupies 100 woodland acres on the edge of Witley, a village on the borders of Surrey, Sussex and Hampshire. It is about twelve miles from Guildford and four miles from Godalming. Witley station is on the Portsmouth to Waterloo railway line and the journey from London takes just under an hour by train. The School is 45 minutes by car from both Heathrow and Gatwick airports. The area is a noted beauty spot and the School is surrounded by woodland, heathland and commons. Local amenities include the Yvonne Arnaud Theatre in Guildford and the School is within close proximity of London and the south coast. There are good shopping facilities in Haslemere, Godalming and Guildford.

Child Protection: King Edward's Witley is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child-protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.