



Tudor Hall is an independent boarding and day school of approximately 330 girls, of whom 75% are full boarders. The school is situated in parkland surroundings approximately one mile outside Banbury.

Tudor Hall is a successful school in many different ways – academically excellent from a broad intake with high levels of achievement in all areas of school life including art, drama, music and sport. We are progressive and outward looking in our vision for the school. The size of the school allows us to give our girls an individual education and provide the best possible platform for the next phase of their lives. The school has been well resourced over recent years and departments generally have their own teaching space and, within reason, whatever resources they need for teaching the curriculum.

Entry into the school occurs at 11+, 13+ and 16+. The school is selective, but strengths beyond the classroom are valued and consequently there is a range of ability in each year group. The ethos of the school is to foster the strengths of the individual, both in and out of the classroom, as is evident by the excellent examination results – over the last three years (2016–18) the girls have achieved 79.2% A*–B grades at A Level and 63.2% A*–A / 9–7 grades at GCSE with 97.2% achieving A*–C / 9–4.

Carrdus School was purchased by Tudor Hall in 2011. It is an independent day school for girls, aged 3–11 years old, and pre-prep boys. Highly respected in the locality, it has a long record of academic success coupled with outstanding pastoral care. The School is situated just outside Banbury in a rural setting. It has approximately 110 pupils, single class entry and a staff of 30.

Both schools are 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 & Barring Service.

HEAD OF BIOLOGY JOB DESCRIPTION

All Heads of Department are expected to be excellent classroom practitioners and able to lead a team of colleagues. The Biology Department is situated in a well-appointed teaching block. In all Years girls study Biology, Chemistry and Physics as separate subjects. In Years 10 and 11 the girls take either separate sciences or Dual Award Biology (GCSE). The department consists of the Head of Chemistry, Head of Physics, Head of Biology. There are a further four members of staff, a full-time and a part-time biologist, a chemist and a physicist. There are two experienced technicians. The Head of Biology will normally be expected to teach 30 out of 46 periods.

Personal Qualities Required

All teaching staff are expected to:

- be a positive, professional role model inspiring pupils to achieve the highest standards;
- be a good team player with a flexible and positive approach;
- have good interpersonal and communication skills;
- demonstrate an ability to manage discipline in a calm, fair and uniform manner;
- have enthusiasm and interest in the education and welfare of young people;
- have a good Honours degree;

- have a natural ability to get on with, support, understand and command the respect of girls aged 11-18;
- have a strong work ethic;
- be committed to the full boarding ethos of the school;
- be able to support and extend the co-curricular life of the school;
- be in sympathy with the Christian ethos of the school;
- be an ambassador for Tudor Hall at all times.

The specific responsibilities for the Head of Biology include, but are not limited to:

Teaching and Learning

- Responsibility for ensuring the highest standards within the Biology Department;
- Demonstrating great enthusiasm for biology, promoting it throughout the school and encouraging departmental colleagues to do so, too;
- Demonstrating strong knowledge and understanding of the concepts, skills and content of biology;
- Responsibility for the monitoring of all teaching and learning within the department;
- Responsibility for delivery of the curriculum and specific schemes of work within it in all areas of the department;
- Monitoring the academic progress of all students and ensuring that their performance is maximised;
- Setting internal examinations and external entrance papers where applicable.
- Advising students on Higher Education in biology including preparation for Oxbridge candidates;
- Liaising with the Learning Support department;
- Ensuring the department supports the extra-curriculum through running appropriate clubs and activities;
- Familiarising themselves with schemes of work and examination specifications for external candidates and ensuring that these are adhered to and covered in the time allocated;
- Ensuring where possible teaching is underpinned by the appropriate practical work;
- Ensuring thorough assessment of students' progress including marking of preparation and setting and marking of regular tests and examinations;
- Liaising closely with the Senior Management Team in particular the Deputy Head and the Director of Studies over academic matters.

Management

- Ensuring that the department performs at the highest level through strong leadership, regular monitoring and excellent communication;
- Ensuring that the aims of the department support the aims of the school, in conjunction with the other science areas;
- Evaluating the work of the department and planning future developments dependent on this;
- Monitoring and furthering the professional development of all colleagues in the department and monitoring the induction of new colleagues within the department;
- Supporting and fostering the curriculum of the school where there is a cross-curricular link;
- Managing the departmental area and requesting new resources as required;
- Attending Heads of Department meetings and reporting back to departmental colleagues;
- Chairing regular departmental meetings and ensuring minutes are taken and published as appropriate;
- Maintaining and annually reviewing the departmental handbook;
- Allocating staff to teaching groups and rooming if appropriate;
- Promoting the department by supplying suitable material for the school web site, magazine, termly newsletter and prospectus and maintaining the departmental area on Firefly;
- Fostering and maintaining links with feeder schools and secondary schools within the area;

- Evaluating and analysing candidates' performance in external examinations;
- Supporting colleagues within the department over classroom discipline if required;
- Ensuring adequate provision of resources in the library for the specific subject area;
- Keeping abreast of new literature in the biology department area and reviewing and implementing as appropriate.

General

- Reporting termly to parents in writing, completing them by the published deadlines;
- Supporting the school's Rewards and Sanctions policy;
- Ensuring appropriate standards of behaviour of the pupils in their care at all times;
- Maintaining an attractive teaching environment, reporting any problems concerning buildings or equipment;
- Attending all functions and meetings as are appropriate to the role including whole school events, Inset, Parents' Meetings and events, and Staff Meetings;
- Adhering to Health and Safety regulations at all times;
- Undertaking any other duties as may reasonably be required by the Headmistress.

Additional Duties for all Teaching Staff

- Tutoring a small group of girls;
- Attending meetings and functions which may include weekends or evenings;
- Supporting the co-curriculum through their personal interests;
- Working with house staff and pastoral staff to enrich the full boarding life of the girls through trips and activities;
- Supporting house staff one evening per week in house;
- Sharing general supervisory duties;
- Supervising prep one evening per week;
- Supervising pupils one Saturday morning per term.

All staff share the responsibility for safeguarding and promoting the welfare of the children and must adhere to, and comply with, the school's Safeguarding Policy.

Teaching staff cover the professional duties of absent staff, the number depending on the timetable commitments and responsibilities of individual staff.

All full-time teaching staff have an afternoon or part of a morning as protected planning and preparation time.

Terms & Conditions as per Employment Contract

Post: Head of Biology

Hours: Full-time

During school terms the employee shall work all school hours while the school is in session and at any other time (including during school holidays, at weekends and before and after the school's normal starting and finishing times) as may be necessary in the reasonable opinion of the Headmistress for the proper performance of his/her duties.

Salary: Subject to experience. Paid monthly in arrears not later than the last working day of the month. Reviewed annually on the 1st September each year. Next salary review 1st September 2019.

Probation Period:

One year

Holidays: The employee shall be entitled to take as holiday all school holidays in accordance with the published dates in the school calendar. Public and Bank Holidays occurring during school terms may well be working days.

Pension: Your service with the School is pensionable under the Teacher's Pension Scheme, to which you and the School shall both make the appropriate contributions based on your pensionable salary.

Retirement: The post currently has no normal retirement age but the School reserves the right to set a retirement age at any time in accordance with the applicable law from time to time.

Sick Pay: The employee's benefits during periods of authorised absence through illness or injury are the same as teachers in the maintained sector.

Notice: During the first year of employment the employee's appointment may be terminated by either party giving the other eight weeks' notice in writing expiring at any time.

In the second and subsequent years of employment the employee's appointment be terminated by either party giving to the other not less than one full term's notice in writing.

Benefits: Free meals when available, 60% day fee pupil discount and 33% day fee pupil discount at Carrdus School, pro-rata for part-time staff.

Application Process:

Send a covering letter addressed to the Headmistress Miss Wendy Griffiths summarising your suitability for the post along with a completed application form to Nicole Hamilton at Tudor Hall, Wykham Park, Banbury, Oxfordshire OX16 9UR, pa2bursar@tudorhallschool.com.

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. Please apply as soon as possible and not later than 13:00 on Monday 20th May, 2019.