

BURNTWOOD

AN ACADEMY FOR GIRLS

Principal: Mrs Helen Shorrock BSc PGCE

Burntwood Lane, London, SW17 0AQ

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Email: info@burntwoodschoo.com

Website: www.burntwoodschoo.com

Roll: 1,544 (Sixth Form 413)



Recruitment Pack

Join us

Head of Biology plus TLR 2.2 allowance

Closing date: Thursday 16th May 2024 at 1pm

Start Date: September 2024

‘The best education today, for the women of tomorrow.’

Job Advertisement

Role: Head of Biology

Full time/Part time: Full Time

Salary Grade: Inner London Teachers' Pay Scale plus TLR 2.2 allowance (£5,347/year)

Reporting to: Head of Science

Commencing: September 2024

We are seeking to appoint a well-qualified, committed, enthusiastic and experienced Head of Biology to lead this successful department within the Science Cluster from September 2024.

The successful candidate have excellent subject knowledge, a proven record in teaching at all Key Stages including A Level and experience of curriculum development. In addition, they will be committed to working as part of a team and proactive in using IT to enhance teaching and learning. They will be able to develop new approaches to deliver an exciting, ambitious and challenging curriculum that stimulates students to achieve their best.

Our school achieves excellent GCSE, BTEC and A level results with large numbers of students going on to university. The successful applicant will build on the successes of the Science cluster area and ensure that students continue to thrive in the subjects and are confidently prepared for the next stage of education.

Burntwood is a popular, highly successful, multi-cultural school. We put equality, safeguarding and inclusion at the heart of our ethos. Burntwood has a strong corporate identity characterised by our firm commitment to the UNICEF Convention on the Rights of the Child.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. The successful applicant will be subject to pre-employment checks including an enhanced DBS check.

If this role is of interest to you, please read the application pack, available on our website:

<https://www.burntwoodschool.com/staff/current-vacancies/>.

How to apply

To apply for this role, please select 'QUICK APPLY' on the TES recruitment website:

[Head of Biology, Wandsworth - Tes Jobs](#)

CVs or any other form of application will not be accepted.

Should you require any other details please contact our HR team at recruitment@burntwoodschool.com

Closing date for applications is **Thursday 16th May 2024 at 1pm.**

The interview date is to be confirmed.

If you have not been called for interview by Friday 17th May 2024, you should assume that you have not been successful on this occasion.

It is likely that interviews will take place on week commencing Monday 20th May 2024.

School Information

About Burntwood – An Academy for Girls

Thank you for your interest in working at Burntwood. We hope that the information provided here and on [our website](#) will help you with your application and give you a flavour of our school.

Burntwood is a highly successful academy for girls. We are an 11-19 comprehensive school with 1,544 students, of whom 413 are in our mixed Sixth Form. The majority of our students progress to our Sixth Form and the vast majority then on to university and higher education.

Burntwood was rated as “Good” by OFSTED at our last Inspection in January 2020 and we are very proud to be one of only two secondary schools in London (and one of only 16 secondary schools in the United Kingdom) to have been awarded the highest level of the UNICEF Rights Respecting School Award: Level 2. We also have Artsmark Gold, NACE Accreditation, Sportsmark and Healthy Schools status as well as SMSC Quality Mark and International Schools Mark.

We work in partnership with a number of higher education providers, local schools, and other educational bodies to enable our staff to access a range of different learning opportunities. In recognition of the quality of our professional development we have been awarded the Professional Development Platinum Mark by UCL (Institution of Education).

At Burntwood, staff work in a harmonious atmosphere with students who get on well together and happily respect each other’s cultural backgrounds. They openly acknowledge and celebrate their different abilities and talents. Students enjoy a wide range of extra-curricular activities including choir, orchestra, shows and sporting activities.

Burntwood School was rebuilt in 2015 and the quality of the design of the School led to it winning the prestigious RIBA Stirling Prize for 2015. We are proud of our new state of the art learning environment which is fully equipped to enable us to continue to deliver an excellent education and broad and balanced curriculum to our students and the wider community.

As a member of Burntwood staff, you would join a team of dynamic and committed professionals who work to develop enquiring, informed and resilient students who are able to meet the demands of a rapidly changing world.

Cluster Information

Science Cluster

Burntwood has been a Science Specialist School since September 2003. The Science Cluster is currently made up of nineteen teaching staff supported by four technicians. The Head of Cluster is supported by three post holders with responsibility for Biology, Chemistry or Physics at Key Stages 4 and 5 and a post holder in charge of Key Stage 3 Science. One of these post holders also acts as Deputy Head of Cluster. Additionally, there are positions of responsibility within the Science Cluster for an e-champion.

At Key Stage 3 staff deliver a two year General Science programme to Year 7 and 8 students through modules based on the QCA scheme of work and GCSE curriculum. Students have access to an e-textbook and alternative text available for use within lessons. Students are fully set in February and at the end of the year.

At Key Stage 4 the cluster delivers GCSEs in Separate Sciences and Combined Science, all following AQA specifications. Staff teach their own specialism to students following the separate Science GCSE courses and all three disciplines to those studying the General Science courses. Key Stage 4 courses begin in the first term of Year 9 to allow flexibility in the courses provided. Two sets in Year 10 are currently following the separate Science courses and nine sets are following the Combined Science courses.

At A level staff teach their specialist subjects. The Cluster currently offers courses in Biology (OCR), Chemistry (OCR), Physics (OCR) and Applied Science (AQA). These courses are all popular with students and a significant number of students go on to study science based subjects at university.

The Science Cluster has a new purpose built block. There are sixteen fully serviced laboratories (each with interactive whiteboards) and a large interactive space. There are four sets of wireless linked laptops available to support student learning.

The Science Cluster runs a series of masterclasses on Saturday mornings targeted at students who are identified as being more able at Key Stage 3, in addition to Science and Science and Engineering clubs. We also provide support sessions for students from St Georges, University of London, as well as a variety of activities for our local primary schools.

Person Specification

Role: Head of Biology

Full time/Part time: Full Time

Salary Grade: Inner London Teachers' Pay Scale plus TLR 2.2 allowance (£5,021/year)

Reporting to: Head of Science

Commencing: September 2024

The person specification below outlines the key knowledge, experience, skills and qualities required for this position. Candidates will be expected to demonstrate knowledge and understanding of each area and to show evidence of having applied (or an awareness of how to apply) this knowledge and understanding in the school context. The selection panel will assess each candidate against the below criteria listed.

Qualifications	
1.	Appropriate degree and QTS
2.	Evidence of a portfolio of recent and relevant CPD
Experience	
3.	Sound knowledge of the requirements of the Science Curriculum in Years 7 – 13
4.	Successful teaching at KS3, KS4 and KS5
5.	Sound knowledge of the requirements of the National Curriculum and its assessment
6.	Successful experience of the planning and preparation of schemes of work for the effective delivery of the Science Curriculum
7.	Successful experience of planning and teaching at Sixth Form level
8.	Successful management experience as a curriculum leader and as a member of a team
9.	Experience and understanding of the issues involved in the professional development of staff and of providing effective development of staff
10.	Experience and understanding of the issues involved in the support and supervision of staff
Skills	
11.	Proven ability in the good management of staff
12.	Ability to lead a team of staff
13.	Good written and verbal communication
14.	Good administrative skills
15.	Ability to plan, manage and focus meetings
16.	Ability to motivate students
17.	Ability to deal with issues and queries raised by parents/carers
18.	Good IT skills
In addition	
19.	A sound awareness of Health & Safety, Equalities and Safeguarding issues
20.	A high level of educational literacy
21.	Good personal presentation

Job Description

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Reporting to: Head of Science

Commencing: September 2024

The duties outlined in this job description are in addition to those covered by the most recent School Teachers' Pay and Conditions Document.

Post holders are expected to be leading teachers in their own subject areas, to be leaders in their teams and to play a full role in the Middle Management Team for the cluster.

Post holders are expected to be educationally literate and keep abreast of developments and innovations in syllabus and teaching methods for their subject(s). Effective communication with parents is an essential part of their work.

Post holders will liaise with the Head of Cluster to keep them informed of all significant developments.

Post holders are to take an active role in responsibility for the Health and Safety Legislation relevant to their areas and ensuring that all requirements are met.

Responsibilities include:

1. Staff

- 1.1 To lead the department and support other staff in the department.
- 1.2 As Head of Department, to contribute to the planning, delivery and teaching up to level 3 on academic and vocational courses offered by the Cluster
- 1.3 To plan and co-ordinate the delivery of a challenging and engaging curriculum that meets the needs of all learners.
- 1.4 To take an active role in the drawing up of an annual Cluster Development Plan in line with school and Cluster priorities and to oversee its implementation.
- 1.5 Monitoring the effectiveness of and having oversight for the work of members of the Cluster, and keeping all related records including human resources, work scrutiny, appraisal and standards monitoring.
- 1.6 Supporting in the professional development of members of the Cluster including in-service training, as may be appropriate, in line with recent developments in the subject area particularly of the National Curriculum.
- 1.7 To take an active role in ensuring that Cluster assessment schemes are maintained and run whilst ensuring these are in line with the whole school policy on behaviour.
- 1.8 To take an active role in creating and overseeing the Homework Timetable within the Cluster and to deal with related issues with both staff and students.
- 1.9 To liaise with Head of Cluster, Assistant Principal and Student Teachers within all Cluster disciplines.
- 1.10 To be responsible with other post holders and relevant Assistant Principal for the induction of ECTs.

- 1.11 To oversee the analysis and dissemination of all student related data especially KS3, KS4 and KS5 examination results.
- 1.12 To have oversight of the cover work set when a member of staff is absent, ensuring appropriate work is set for all classes needing cover.
- 1.13 To assist with the effective management of science technicians.
- 1.14 Monitoring the effectiveness of cover staff.

2. Students

- 2.1 The oversight of the work and behaviour of all students within the cluster, and to monitor the implementation of the Rewards and Sanctions Policy.
- 2.2 To oversee the allocation of students to teaching groups within the Cluster according to Cluster and School Policy
- 2.3 To support with the Cluster policy for the differentiation of work to meet all students' needs.
- 2.4 Liaison with Year Curriculum Coordinators and the Senior Leadership Team on the needs of individual pupils.
- 2.5 Liaison with SENCO and Head of Learning Support to have oversight of the identification and provision for Stage 1 learners and all students with SEND in line with the SEN Code of Practice and to ensure appropriate provision and the dissemination of relevant information.
- 2.6 Liaison with the Head of Sixth Form in relation to 16-19 curriculum, keeping staff informed of relevant changes and developments, including ALIS, ALPS and other data.
- 2.7 To disseminate and supervise the formative and summative use of baseline data.
- 2.8 To monitor the progress made by students continually through the year and identify, implement and evaluate intervention strategies used to address any under achievement both by individuals and groups of students
- 2.9 To oversee the allocation of staff to teaching groups and construct the Cluster timetable including the allocation of teaching rooms and staff to groups.
- 2.10 Ensure the identification, monitoring and provision for G&T students within the Cluster.

3. Subject

- 3.1 Initiating subject discussion and ensuring that there is constant review of teaching approaches and subject content in line with National Curriculum Programmes of Study.
- 3.2 To be responsible with post holders for the production of schemes of work and to supervise all staff adherence to them in their planning and delivery.
- 3.3 Provision information to parents, teachers and Governors about the work of the department, and the progress of the students.
- 3.4 To have oversight of the Cluster Schemes of Work with regard to:
 - School policies and priorities;
 - Relevance and accessibility to students;
 - Developments in student organisation / grouping;
 - Experience of staff teaching the work and the responses of students to it.

This will include the departmental aspects of Applied Science.

4. Accommodation and equipment

- 4.1 To be responsible for monitoring and use of all Cluster rooms, and liaising with Site Services on relevant issues.
- 4.2 To ensure the quality and effective use of classroom displays in line with Burntwood's Whole School Display Policy.
- 4.3 To oversee an efficient stock control system, including security of equipment and rooms.
- 4.4 To undertake any additional tasks reasonably requested by the Principal or her delegated representative.
- 4.5 To ensure all Cluster areas adhere to the School's Health and Safety policy and relevant legislation, particularly in relation to practical science.
- 4.6 To ensure effective risk assessments are in place for practical work.

General

- Form positive relationships, enabling students to view the tutor as a person they can consult with.
- Be sensitive to the problems of all individuals in the tutor group, referring students to their YCC as appropriate.
- Take responsibility for the tutor group noticeboard.
- Be responsible for the election of tutor group representatives.
- Ensure that all students are aware of fire drill procedures.

Safeguarding

- Be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the role within the organisation.
- Be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the role.
- Ensure that the line manager is made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.

Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information.

Equal Opportunities

Actively support the School Equality Policies. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Health and Safety

Employees are required to work in compliance with the school's health & safety policies and under the Health & Safety at Work Act, ensuring the safety of all parties they come into contact in premises or sites controlled by the school.

Safer Recruitment

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check and satisfactory references. In line with [Keeping Children Safe in Education \(KCSIE\)](#), the

school may consider carrying out an online search as part of due diligence on shortlisted candidates, in order to identify any safeguarding or suitability issues.

Additional Information

The main duties and responsibilities indicated are subject to the general duties and responsibilities contained in the written statement of particulars of employment (the contract of employment). Other duties of an appropriate level and nature may also be required, as directed by the Principal and Head of Cluster. Please note that the post holder may be required to work outside of normal school working hours for school events, meetings and emergencies. The job description may be reviewed annually in the light of those changing requirements and in consultation with the post holder and Principal.

I have carefully read and understand the contents of this job description and person specification. I understand the responsibilities, requirements and duties expected of me (to be signed if appointed).

Print name:

Sign:

Date: