

TITLE OF POST:	Head of Biology
GRADE:	TLR2B
DATE OF APPOINTMENT:	September 2019
LINE MANAGER:	Curriculum Leader Science

Purpose of the Job

1. To provide specific curriculum expertise and guidance, leading on the efficient and effective planning and running of Biology.
2. Working with the Curriculum Leader be accountable for the progress and attainment of all students following programmes within Biology
3. To teach a timetable commensurate with the post.
4. To be a member of Barnhill Community High and be responsible for the safety, welfare and educational progress of groups of students as assigned by the Head Teacher and to take an appropriate share of collective responsibility for all students.
5. To contribute to the development of the school ethos

Curriculum

1. Lead on the development, organisation and delivery of the school's curriculum offer for Biology
2. Be responsible for the work of all aspects of Biology, including responsibility for the preparation and development of:
 - schemes of learning
 - teaching materials
 - assessment, summative and formative, including deep marking
3. Lead and work with all Biology teachers to ensure consistency of assessment across all courses
4. Manage processes for monitoring the progress and performance of students in Biology and for reporting and analysing as required, and lead on the development and implementation of strategies to promote achievement
5. Contribute to ensuring the highest possible standards of teaching and learning within Biology
6. Contribute to maintaining a high quality, stimulating and safe environment in Biology that celebrates achievement.
7. Contribute to extra curricular activities and visits for students to promote Biology and enhance delivery of the curriculum and contribute to whole school events where appropriate.
8. Keep abreast of curriculum changes within Biology and disseminate to the curriculum area as appropriate

Responsibilities

1. In the absence of the Curriculum leader, work with the other deputy curriculum leaders to deputise
2. Assist the Curriculum Leader in leading, managing and supporting a team of staff, assuming direct line management responsibilities
3. Assist in ensuring that all students have access to well designed, stimulating resources, undertake challenging activities and work in an interesting and cared for environment.
4. Assist the Curriculum Leader in the management of behaviour in the Curriculum Area.
5. To plan, prepare, develop, evaluate and review lessons and teaching programmes in accordance
Take responsibility for particular aspect(s) of the Curriculum Area Development Plan, negotiated annually
6. Ensure the effective setting of cover work if any Biology teachers are absent
7. Support/Mentor staff in the delivery of the Biology curriculum, to help monitor and maintain the highest possible quality for teaching and learning and promoting the use of dynamic and effective teaching strategies.
8. Ensure progress, achievement and attainment are celebrated across the Biology curriculum
9. Implement a range of systems across Biology to track students' progress. Track data to identify students/groups who are underperforming and implement appropriate intervention strategies
10. Be responsible for the organisation of Biology at Open Evenings and other such events

11. Work in conjunction with the Curriculum Leader to implement a range of strategies to engage parents further within the Biology curriculum
12. Be responsible for the efficient use of funds allocated by the Curriculum Leader to maximise value for money
13. Deal promptly and effectively with school and Examination Board administrative procedures linked to the Biology curriculum
14. To be responsible for health and safety issues within Biology lessons.
15. To develop appropriate links with community and business organisations to promote curriculum interaction and relevancy
16. To take part in the school Performance Management Process.
17. To undertake such responsibilities commensurate with the post as can reasonably be directed by the Head Teacher.

As a classroom teacher

1. To assess, record and report on student's work and progress in accordance with the school policies. Ensure students know the level at which they are operating and the strategies they need to undertake to move up the levels.
2. To be a form tutor and the first port of call with respect to the welfare and overall academic progress of individuals in the tutor group and for the development of a constructive group identity.
3. To be involved in the development, preparation and delivery of PSHE.
4. To assist with the management of behaviour and movement of students around the site and participate in the school's duty rota. To contribute to general health and safety.
5. To contribute constructively to the ethos of the school by participating in activities organised in the school.
6. To contribute to the effective promotion of the curriculum area and of the school as a whole
7. To be an active and constructive participant of working groups/teams in the school.
8. To make efficient and effective use of school resources, ensuring they are maintained and secure.

Barnhill Community High is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Due to the evolving nature of the school structure, all job descriptions may need to be adjusted, through consultation, to meet the needs of the school. This process may be informed by the professional review.

All job descriptions should be read in conjunction with the operating Pay and Conditions document published by the DFE. Due regard should also be given to the National Standards for Qualified Teacher Status.