



# OUNDL

School

## **Job Title: Head of Department (Biology)**

**This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but is not intended as a wholly comprehensive schedule.**

### **About the School**

Oundle School is one of the country's leading co-educational boarding and day schools, with 860 boarding and 250 day pupils. A further 250 day pupils attend Laxton Junior School.

Oundle School enjoys a strong reputation for academic excellence as the core of an all-round education and supported by outstanding pastoral care. Developments over recent years have sought among other things to support the love of learning in all pupils by developing the non-examined curriculum.

Departments follow GCSE, IGCSE, A level or Pre-U courses. In the past five years, 60% of all Upper Sixth results have been graded at A\*/A or equivalent; at GCSE, 86% of all grades were graded A\*/A. The School has a strong tradition of pupils' securing places at Cambridge or Oxford, with over 20 leavers on average going on to study at one of the universities each year.

All members of the academic staff contribute to the School's extensive co-curricular provision and are expected to fully participate in the boarding school life that encompasses some evening and weekend duties.

All teachers are expected to demonstrate consistently high standards of professional and personal conduct, maintaining high standards of ethics and behaviours both in and outside Oundle School, having proper and professional regard for the ethos, policies and practices of the School. All teachers are required to act within the statutory frameworks which set out their professional duties and responsibilities.

**Responsible to:** Head of Science  
**Responsible for:** Teachers of Biology and Biology Technicians

### **Job Purpose**

The post holder will be responsible for ensuring that the education of pupils is upheld as a priority and that the highest possible standards in work and conduct are achieved throughout the department. They will be dynamic and committed as a classroom teacher and will contribute his/her own particular strengths and skills to the future development of the department.

The successful candidate will teach 46 periods per fortnight<sup>1</sup> of Biology throughout the School according to the duties and responsibilities in the Teacher of Biology Job Description and perform such particular duties that from time to time that may reasonably be assigned him/her by the Head.

## **Duties and Responsibilities**

### ***Budget Management***

- In conjunction with the Deputy Head Academic and the Head of Science, the Head of Biology will be responsible for the overall preparation and effective management of the budgets for the department.

### ***Management of Department***

The Head of Biology will be expected to:

- oversee the smooth running of the department, ensuring consistent provision across all teaching groups.
- hold regular department meetings in order to set standards and monitor progress of pupils, as well as to share teaching expertise and to provide relevant information to the department in a timely manner.
- set the expectations in the department to inspire, motivate, and challenge pupils.
- lead the Biology Department in ensuring the development of the subject, to keep up to date with changes in the curriculum. and to encourage a wide range of activities to support the subject in School.
- ensure current examination syllabuses are being taught in their entirety and to keep up to date with changes.
- ensure all predicted grades are submitted on time, and that internal moderation procedures and examinations are carried out effectively with accurate records of achievement are kept for the department.
- set and implement the department's strategy for managing behaviour effectively to ensure a good and safe learning environment for pupils.
- be an active member of the Academic Curriculum Committee (ACC) and attend meetings when required by Senior Management.
- assist or delegate support with UCAS applications for students applying for related subjects.
- forge links with outside organisations such as prep schools and Rugby Group schools in order to promote the subject
- Monitor and develop, as necessary, the extra-curricular life of the department (trips, expeditions, *Voluntaries*, subject based societies, and school-based and national competitions).

### ***Managing Personnel***

- In conjunction with the Deputy Head Academic and the Head of Science will establish a resource strategy for staff within the department.

Further, the Head of Biology will be expected to:

- manage the external recruitment process, ensuring adherence to legislative and regulatory requirements, and contribute to the recruitment and development of new and existing staff.

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<sup>1</sup> A curriculum review is currently being undertaken at the School, which may affect the number and length of periods to be taught.

- manage and motivate all department staff, to enable pupils to receive an education in the subject, in a positive, encouraging, and effective working environment.
- line-manage teaching staff of the department and through PDR, the review system, and the teaching standards as set out by the DfE, to foster development of individuals and of the department.
- apply professional judgement and common sense to assess teachers to a level that is consistent with what should reasonably be expected of that teacher.
- manage departmental non-teaching staff and conduct staff reviews through the appropriate appraisal system.
- monitor and manage department staff absence for teaching and non-teaching staff.
- contribute to, or take the lead (as appropriate), to employment processes e.g. capability, disciplinary, requests for flexible working, and any matters regarding employee relations.

### ***Whole School***

As is consistent with the role of a teacher in the School, the Head of Biology will be expected to:

- make a positive contribution to the wider life and ethos of the School.
- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support .
- be involved in the development of whole-School policies and links with senior management.

### ***Curricular/Ex-curricular Activities:***

- The post holder will be expected to contribute to the extra-curricular life of the School as appropriate and to act as a pastoral tutor in a Boarding or Day house.

<p><b>These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.</b></p>
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## PERSON SPECIFICATION

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

ESSENTIAL ATTRIBUTES	DESIRABLE ATTRIBUTES
<b>QUALIFICATIONS</b>	
<ul style="list-style-type: none"><li>• Qualified to graduate level with a good Degree in a relevant subject, or equivalent qualification</li><li>• Evidence of ongoing professional development</li></ul>	<ul style="list-style-type: none"><li>• Post-graduate Qualification</li></ul>
<b>SPECIALIST SKILLS &amp; EXPERIENCE</b>	
<ul style="list-style-type: none"><li>• Proven track record as an outstanding teacher with strong subject knowledge</li><li>• Have a desire and the ability to work effectively with children and young people</li><li>• Ability to make use of appropriate data to analyse the performance of pupils and set targets</li></ul>	<ul style="list-style-type: none"><li>• Proven leadership skills</li><li>• Proven experience of managing staff</li></ul>
<b>PERSONAL QUALITIES</b>	
<ul style="list-style-type: none"><li>• Enthusiastic about subject</li><li>• Strong communication skills</li><li>• Ability to motivate and inspire others (staff and pupils) to achieve</li><li>• Calm under pressure</li><li>• Excellent judgement and decision making skills</li><li>• Appreciates and reinforces the need for diversity and respects British values (as defined under Prevent Duty)</li><li>• Energy and commitment</li><li>• Organised, punctual, and efficient in organising their workload and managing their time effectively</li><li>• A willingness to play a full part in the extra-curricular life of the School</li><li>• A sense of humour and perspective</li></ul>	

**Note:** Every job description in the organisation will be subject to a review either:

- on an annual basis at the time of the annual appraisal meeting, or
- as a result of a change in strategic direction, or
- as a result of a team/ operational requirements, or
- as a result of agreed performance appraisal needs and objectives, or
- within six months of appointment

It is the shared responsibility of the post holder and the Head to ensure that job description is kept up to date.

**THE SCHOOL IS AN EQUAL OPPORTUNITIES EMPLOYER**

## EMPLOYMENT INFORMATION

This post is subject to a ten month probationary period. The tenure of the Head of Biology will be initially for five years, subject to attaining the required level of performance, renewable for a further five years by mutual consent.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to a check by the Disclosure and Barring Service (previously the Criminal Records Bureau).

All staff are required to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications declared on their application form.

Salary: As Teacher of Biology salary will be according to the appropriate point on the School's salary scale.  
As Head of Biology the teacher will receive Head of Department allowance for the initial tenure of 5 years, renewable for a further five years by mutual consent.

Start date: September 2018, with an induction in the last week of August.

Hours of Duty: During School Term time, the teacher 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 start and finish times) as may be necessary (in the opinion of the Head) for the proper performance of the teacher's duties.  
Generally, the role of a teacher involves 66% teaching, 17% tutoring and 17% extra-curricular activities. As Head of Department a period allowance takes into consideration the additional responsibilities and duties.

Working weeks: Term time is approximately 33 weeks per year.

Holidays: All holidays must be taken during Oundle School holiday periods, not during Term time or when requested to attend a School trip during a holiday period, or if required to participate in School business at the request of the Head. There is a requirement to work any Bank Holiday when the School is in operation (currently the first May day).

**Application closing date: Tuesday 7<sup>th</sup> November @ 9.00am**

**Interview date: Monday 13<sup>th</sup> November**

Completed application forms should be returned to:  
Vania Murphy, Recruitment Co-ordinator, The Bursary, Church Street, Oundle PE8 4EE  
email: [recruitment@oundleschool.org.uk](mailto:recruitment@oundleschool.org.uk) tel: 01832 277193

Queries relating to the specifics of the role should be directed to:  
Tracy Heath, PA to the Deputy Head Academic  
Email: [theath@oundleschool.org.uk](mailto:theath@oundleschool.org.uk) tel: 01832 277112