

Head of Biology Job Description

Job Title	Head of Biology	Job Reference	GS-HB-1312
Location	Glyn School	Travel required	No
Level/salary range	MPR or UPR with TLR 2.2 of £4,832	Date posted	13/12/2018
Job description			
Responsible to			
Head of Biology			
Responsible for			
Leading and supporting the learning, teaching, attainment, progress and achievement of students within Biology for both curriculum and extra-curricular.			
Core purpose			
<ul style="list-style-type: none"> To lead, manage and co-ordinate the strategic development of the Biology Department in the school in order to maintain outstanding and move towards exceptional achievement in the school To lead, monitor and evaluate the innovation and development of learning and teaching strategies within Biology To be accountable for student attainment and progress in Biology ensuring every student achieves and exceeds their potential To be accountable for promoting and safeguarding students' welfare and personal development as part of a departmental and school approach 			
Key Accountabilities			
Student attainment and progress			
<ul style="list-style-type: none"> Strategically lead the Department in ensuring the outcomes (attainment & progress) of the students in the department are outstanding; Ensure the majority of students are making rapid and sustained progress Enable many children/students to exceed expected progress Lead highly effective subject interventions Lead appropriate steps to minimise students significantly underachieving 			
Learning and Teaching			
<ul style="list-style-type: none"> Lead the development of outstanding learning and teaching within the department Contribute to the development of the wider Department learning & teaching Set expectations for staff and students in relation to standards of achievement and the quality of learning & teaching To lead the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies for Biology To lead the planning and preparation of courses and lessons To implement agreed school and Department policies and procedures To ensure the effective/efficient deployment of classroom support across the Department To implement behaviour and engagement policies as agreed on whole school and Department level and to encourage good practice with regard to punctuality, behaviour, standards of work and homework Reviewing, developing and refining schemes of work for the Department by leading and managing other staff in the Department to extend and improve current resources. Update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in the curriculum areas of the Department Promote the department area through out of hours activities 			
Curriculum:			
<ul style="list-style-type: none"> To lead the department in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's strategic direction To be accountable for the delivery of the Biology extra curriculum 			

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Department Self Evaluation and Quality Assurance

- Support the development and implementation of the vision and strategic direction of the school and Department
- Contribute to the whole school SEF with regards to the evaluation of learning and teaching on a whole school level in conjunction with the leadership team
- Lead the process for the production and review of the department SEF with in conjunction with the languages department
- Contribute to the School Development Plan with regards to development of learning and teaching on a whole school level in conjunction with the leadership team
- Contribute toward the production and review of the Department Development Plan in conjunction with the department
- Contribute to the school-wide planning activities
- To help to implement Glyn quality procedures and processes
- Lead the process of monitoring and evaluation of curriculum areas in line with agreed school policies and procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required

Assessment, Feedback and Tracking:

- To help lead, monitor and evaluate the assessment and feedback to students in line with whole school and department policy
- To help lead the innovation and development of assessment and feedback strategies within the department to shape and further improve whole school policy
- To help lead the department monitoring and tracking systems relating to students attainment, progress and achievement
- Ensure Department staff:
 - Mark, grade and give written/verbal and diagnostic feedback as required
 - Undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures
 - Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
 - Complete the relevant documentation to assist in the tracking of students
- Organise department tracking of student progress and use information to inform learning and teaching
- Managing, setting and co-ordinating assessment arrangements in the Department and in all areas as required by school policies, including standardising those assessments

Behaviour for Learning

- To promote a positive attitude to learning and celebrate Biology student success, ensuring high achievement, regular attendance, excellent behaviour, good punctuality and good personal organisation
- To oversee the consistent and fair application of the behaviour policy to Biology students
- Advise the Headteacher/Deputy Headteachers on exclusions relating to Biology students
- To support Department and School detentions once a week for Biology students who miss detentions set by individual staff in department, and pursue matters of behaviour management to a conclusion that will most benefit the teaching and learning of the majority of students within the Department and school
- Meet with Biology students and their parents/carers over whom there are concerns and contact home where necessary in conjunction with student support teams
- To lead on the sharing of best practice relating to positive and negative behaviour management for Biology students
- To participate in the 'OnCall' / Patrol rota
- To advise on the appropriate use of sanctions for LAW students such as internal exclusions
- To make recommendations to LMT regarding external fixed term and permanent exclusions with accompanying evidence

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- To apply and develop rewards and sanctions systems in conjunction with the leadership team
- To pro-actively ensure that Biology students follow the school policy regarding uniform and taking appropriate action

Professional development

- To provide highly effective CPD for staff relevant to their areas of strategic responsibility
- Innovation – bring in concepts and put into practice / introducing one innovation per year
- Staying abreast of current issues on a Department and whole school level
- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the Performance Management process
- To contribute towards the learning and development of the English team and wider staff to improve learning & teaching
- Contribute towards whole school CPD programmes
- Provide regular feedback for colleagues in a way which recognises good practice and results in tangible impact on student learning
- Establish clear expectations and constructive relationships among staff
- Help to support performance management
- Support teachers experiencing difficulties
- Contribute towards the induction and mentoring of newly qualified teachers
- Participate in the initial teacher training programme within the school
- Advise on professional development
- To take part in the staff development programme by participating in arrangements for further training and professional development

Safeguarding

- Be keenly aware of the responsibility for safeguarding children and to help lead the application of the Safeguarding and Safe Practices policy within the school
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons
- Ensure safeguarding policy has been followed in the areas of strategic responsibility (including vetting procedures for staff and visitors; Safer recruitment; Child protection; Safe practices)

Communications, Marketing and Liaison:

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside the school
- To follow agreed policies for communications in the school
- To attend relevant middle leaders meetings and feedback to Department and to put forward Department viewpoints
- Lead Department meetings and provide an agenda of points to be considered
- Provide staff with necessary dates for activities and deadlines related to the courses
- Provide staff with necessary dates for activities and deadlines related to the courses, Department and whole school issues
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, liaison events with partner schools, etc.
- To contribute to the development of effective subject links with external agencies.
- Promote department subjects within the school
- Identify and establish cross curricular links to raise profile of subjects
- Help generate and update department handbook and provide relevant guidance for staff teaching in faculty

Personal Responsibilities:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example

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- To support the school in meeting its legal requirements for worship
- To actively promote school policies and procedures
- To be responsible for own continued professional development
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- To undertake duties before the school day, at break, at the end of the lunch period and after the school day on a rota basis
- To attend meetings scheduled in the school calendar punctually
- To set cover work during any leave of absence
- To adhere to the School's Safeguarding Policy
- To attend Governors' meetings as and when required