



Woolwich Polytechnic
School for Girls



WOOLWICH POLYTECHNIC SCHOOL FOR GIRLS

JOB DESCRIPTION

MPS – HEAD OF BIOLOGY

- 1 To teach all strands of science and build a robust Biology curriculum that encompasses Key Stage 3 and 4.
- 2 To teach, sustain and develop a positive teaching and learning environment with an emphasis on high expectations.
- 3 To further develop the Biology curriculum in line with national changes and lead on the creation of schemes of work to a high standard.
- 4 To monitor the progress of the pupils through keeping accurate records of attendance, class work and homework, based on regular marking of pupils' work following departmental and school policies.
- 5 To conduct regular quality assurance through learning walks, work scrutiny and monitoring of performance in the department.
- 6 To plan and deliver subject specific CPD.
- 7 To line manage Biology teachers and carry out appraisal.
- 8 To be a pro-active member of the department team and, as such, work within that team on developments and projects as required, enhance career and professional development and departmental development.
- 9 To lead on literacy and reading within the department.
- 10 To mentor new teachers and guide them through their professional development.
- 11 To use data to identify underachieving students and devise and implement appropriate interventions for pupils both within lessons and extracurricular to ensure all pupils make good progress.
- 12 To ensure that students progress is assessed inline with the school's assessment policy. Ensure students receive high quality assessment feedback through marking and aggressive monitoring.

- 13 To provide written reports for internal use and external use as required by the school's annual reporting cycle.
- 14 To liaise with any specialist support teacher with pupils either within or outside of the group e.g., Special Needs and EAL, but to remain accountable for the progress of those pupils.
- 15 To be a member of the School's Pastoral team.
- 16 To give full support to the School's Equal Opportunities Policy.
- 17 To be bound by the general teachers' duties as laid down in the School Teachers' Pay and Conditions document – undertaking such duties as may be reasonably expected – including involvement in extra-curricular activities.

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SELECTION CRITERIA

MPS – HEAD OF BIOLOGY

- 1 To be a graduate and either possess a science degree or hold a teaching certificate in Science.
- 2 To have a sound and developing knowledge of the subject area and be willing to teach across the age and ability range.
- 3 A genuine passion for teaching Science.
- 4 The ability to be an outstanding Science teacher.
- 5 To be aware of the particular needs of teaching in an all-girls' school.
- 6 To be able to set and maintain high expectations of work and behaviour.
- 7 To have some understanding of Equal Opportunities issues and a determination to apply the school's Equal Opportunities Policy in all aspects of work as a professional.
- 8 To be able to enhance teaching delivery and learning by the use of ICT.
- 9 To help develop the work and ethos appropriate to the school.