

URSULINE HIGH SCHOOL

HEAD OF BIOLOGY

JOB DESCRIPTION

Post Title: Head of Biology

Grade: M1 – UPS3 (£29,663 - £48,244) plus TLR 2b £4,532

Responsible to: Head of Faculty

Date: January 2019

Purpose	To lead the Department to excellence in teaching and learning
Responsibility for student outcomes at	KS4 & 5
Line Manager	Head of Faculty
Line Management of	Biology
Performance Management of	Up to 2 staff

Main duties

Strategic direction and development	<ul style="list-style-type: none"> ➤ To contribute to developing the vision and mission statement of the school ➤ To contribute to the development, implementation monitoring and review of the school's SIP to ensure all students achieve high standards and make progress ➤ To develop and implement a vision for the Department ➤ To collaboratively develop, implement, monitor and evaluate a Department Improvement Plan
Ethos	<ul style="list-style-type: none"> ➤ To contribute to the Ursuline ethos of Service ➤ To work collaboratively and develop collaborative teams across the school ➤ To support and contribute to the development of the Chaplaincy ➤ To continue to develop an understanding of the role of Catholic education and Ursuline education in the 21st C
Outcomes	<ul style="list-style-type: none"> ➤ To ensure students meet their targets at Key Stage 4 and 5.

	<ul style="list-style-type: none"> ➤ To ensure all groups of students make progress in line with school trends
Curriculum development/ Teaching and Learning	<ul style="list-style-type: none"> ➤ To ensure and sustain excellence in teaching and learning within the Department that ensures targets for improvement are met ➤ To monitor and evaluate the quality of the curriculum ➤ To develop the curriculum offer within the faculty to meet the needs of all students ➤ To ensure that the learning needs of students are met within the Department ➤ To implement and monitor student assessment, recording and reporting including the effective use of target setting
Leading and Managing staff	<ul style="list-style-type: none"> ➤ To secure and lead improvement across the Department ➤ To develop a collaborative team ➤ To provide support, challenge, information and development necessary to sustain motivation and secure excellence in teaching ➤ Participation in selection of new staff ➤ To advise on Threshold, Upper Pay Spine Promotion, induction ➤ To ensure the effective deployment of HLTAs/TAs/Support staff
Deployment of staff and resources	<ul style="list-style-type: none"> ➤ To identify appropriate resources for the Department including those within the community and ensure that they are used efficiently, effectively and safely ➤ To ensure an effective and fair deployment of all staff, teaching and support staff ➤ To be responsible for a high quality learning environment within the Department
Review and Evaluation	<ul style="list-style-type: none"> ➤ To contribute to the review and evaluation of the Department Improvement Plan in order to ensure the implementation of the vision and mission statement of the school ➤ To monitor and evaluate the quality of teaching and standards of students achievement within the Department and lead in the setting of targets or improvements ➤ To contribute/lead on the Dpt/SEF/Self Review/DIP
Communication/Administration	<ul style="list-style-type: none"> ➤ To contribute to the school calendar and staff briefing sheet and school newsletter and web site ➤ To monitor the effective update and access to student records, reports, exam results, attendance and behaviour ➤ To ensure the contribution to Curriculum guides for Years 7/8/9 10/11 and Sixth Form flyers ➤ To ensure the contribution to Sixth Form Handbook and Sixth Form Flyers ➤ To up-date SLT and Governors on Faculty progress
Parent Partnership and Wide community developments	<ul style="list-style-type: none"> ➤ To develop links with main feeder primary schools ➤ To support school functions ➤ To develop supportive relationships with students, staff, governors, LA, relevant agencies, Wimbledon College and St Philomena's

	➤ To develop appropriate links with other schools/business/community to enhance and develop the curriculum
Continual professional development	➤ To be committed to self-review, one's own professional development and the professional development of colleagues
Safeguarding	➤ To follow the School's Safeguarding Policy and procedures in order to keep every student safe

Key competencies

Support and Challenge	➤ A commitment to do everything possible for each student and to enable all students to be successful
Developing others	➤ Works to develop the long term capabilities and potential of others
Drive for improvement	➤ Sets and tackles challenging targets
Initiative	➤ The drive to act now to anticipate and pre-empt events