

JOB TITLE: **Head of Biology**

REPORTING ARRANGEMENTS:

Responsible to: Head of Science/SLT line manager

JOB PURPOSE:

- To lead the Biology department with vision and clarity of goals in line with the vision of the Science department as a whole
- To support, hold accountable, develop, monitor and lead teachers and support staff within the Biology department to deliver high standards of teaching and professional practice.
- To be accountable for high standards of learning, student progress, improved attainment and support and challenge for students.
- To ensure that the teaching of Biology courses are rated as outstanding in all key stages
- To take a full role within the school community as a middle leader
- To assist in promoting the Christian ethos within the school.

JOB ACTIVITIES:

1. To carry out the professional duties of a schoolteacher as set out in the Teachers Standards. Part I of the Standards requires a teacher to:
 - i. Set high expectations which inspire, motivate and challenge pupils
 - ii. Promote good progress and outcomes by pupils
 - iii. Demonstrate good subject and curriculum knowledge
 - iv. Plan and teach well-structured lessons
 - v. Adapt teaching to respond to the strengths and needs of all pupils
 - vi. Make accurate and productive use of assessment
 - vii. Manage behaviour effectively to ensure a good and safe learning environment
 - viii. Fulfil wider professional responsibilities

Part II of the Standards requires a teacher to:

- i. Demonstrate consistently high standards of personal and professional conduct
- ii. Uphold public trust in the profession and maintaining high standards of ethics and behaviour, within and outside school, by:
 - Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position;
 - Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
 - Showing tolerance of and respect for the rights of others;
 - Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;

- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
 - iii. Have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality
 - iv. Have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
2. To carry out the professional duties and responsibilities as outlined in the remainder of this Job Description

DUTIES AND RESPONSIBILITIES:

- To raise attainment and maintain standards in the department in all key stages in line with national standards.
- To plan, prepare and deliver outstanding lessons to provide students with the opportunity to achieve their potential.
- To ensure that lessons across the department are engaging and stimulating taking into account individual needs of the students across the department.
- To ensure that practical lessons are a key feature of programmes of study and to lead a departmental policy specifying how they will be carried out to ensure they are of high quality and meet health and safety requirements.
- To oversee the development and production of high quality programmes of study which support staff in delivering outstanding lessons.
- To manage, develop and share resources to enhance teaching of Biology.
- To monitor the progress and achievement of the students following the course and identify the appropriate intervention strategies for underachieving students.
- To maintain records of students' progress and achievement using school systems and ensure appropriate targets are set across the department.
- To ensure all teachers in the department set relevant ownwork (homework) and provide the students with a meaningful feedback.
- To implement and evaluate the departmental assessment policy to ensure that marking and assessment impact positively on students' achievement and are outstanding in all key stages.
- To develop, in consultation with the Head of Science and members of the department, a broad and balanced range of relevant courses / modules which stimulate students' interest and engagement in learning, and are appropriate to the needs of all students at the school including A Level, GCSE and KS3.
- To work with the Curriculum Deputy Head to ensure that teaching, learning and assessment procedures meet school and external standards.
- To respond actively to national, regional and local developments and initiatives, including content, teaching practice and methodology and assessment.
- To liaise with the Exam Officer to maintain accreditation with the relevant examination and validating bodies. To ensure that there is a departmental presence at the start of every external examination in the subject.
- To ensure the accuracy of exam entries and data.
- To support the school's extensive co-curricular programme
- To encourage, facilitate and participate in the development of ICT within the department.
- To attend appropriate INSET, to co-ordinate departmental INSET, to contribute to whole school CPD programme with a view to developing and disseminating good practice.
- To coordinate the production and maintenance of a departmental handbook.
- To be accountable for the implementation of school policies and procedures within the department.

- To ensure that the work of the department promotes a positive ethos and encourages social and moral responsibility through adherence to the school mission statement and aims.
- Manage the departmental stock, teaching resources and finances efficiently in order to achieve the aims of the school and the department.
- Implement the Department Development Plan and prepare a departmental SEF in conjunction with the Head of Science
- To analyse and interpret relevant national, local and school data and inspection evidence to inform policies, practice and expectations and teaching methods.
- To provide written reports and other information as required.

GENERAL REQUIREMENTS

- To attend relevant meetings as scheduled in the school calendar.
- To be on duty as per the school duty rota (at least twice per week)
- To go on a rota to supervise detentions
- There is an expectation that staff will have lunch in the school canteen with the boys.
- To undertake any other reasonable duties required by the Headmaster
- To be responsible for your own Health and Safety and observe all regulations in relation to the Health and Safety at Work Act

Signed..... Date.....