

**RICKMANSWORTH SCHOOL**

 **JOB DESCRIPTION**

**Post Title:** Head of Department for Biology

**Salary**: MPS + Fringe + TLR2b

**Hours**: Full-Time, Fixed-term (Maternity Cover)

**Responsible to:** Head of Faculty

**The Role**

Rickmansworth School is a mixed 11-18 School. The School operates within an equal opportunities policy which emphasises a positive education for boys and girls and members of all communities. We are a School of around 120 teaching staff members and 40 support staff, with over 1300 students; including around 300 in the sixth form each year.

Over 50% of our students opt to take Separate Sciences at GCSEs (Triple Science). In the last academic year 2017-18, our Year 11 Separate Scientists demonstrated progress which measured in the top 10% of progress nationally.

Biology is a very popular subject at A-level. We currently have 6 A-level Biology groups across Year 12 and 13.

The below job description is a guide and not an exhaustive list of responsibilities included in the role. Job descriptions are subject to review and amendment.

**Main Purpose of Role:**

* To support the Subject Leader for Science and SLT in meeting whole School priorities and realising the School’s shared vision.
* To deliver well-prepared, high-quality and engaging lessons to all students taught.
* To ensure that all students make good progress in line with the School’s expectations.
* To fulfil the duties and expectations of a member of staff at the School.

**Duties as Head of Biology:**

*Within the subject*:

* Provide leadership for staff, pupils and parents.
* Be an example to all in (a) subject knowledge and (b) the highest standards of teaching and professional conduct.
* Delegate as appropriate.
* Establish and maintain a positive and productive work ethos, through encouraging a sense of teamwork and recognising the contribution of all staff.
* Ensure that the relationships and standards of behaviour of staff and pupils fully support pupil learning.
* To follow, participate and implement the school’s appraisal policy
* Take the lead in promoting dynamic, innovative, positive and productive work habits such that all staff and pupils work in an atmosphere where they have the best possible chance of realising their potential.
* Ensure that assessment is able to recognise the whole range of abilities and that these fit in with the whole school policy.
* Promote and develop the sharing and implementation of good practice.
* Manage the delegated budget associated with the subject according to the policy and frameworks within the school.
* Ensure adequate health and safety training for members of the Biology Department

*Within the school*:

* Manage the subject in accordance with the overall strategic aims of the School.
* Provide a strategic view of the development of Biology and KS3 Science and contribute to the Science development plan.

**Teaching and Learning:**

* Manage students’ learning in accordance with the Biology and KS3 Science schemes for learning and whole school policies.
* Be responsible for the quality of teaching and learning within Biology and KS3 Science.
* Be responsible for the quality of academic results within Biology and KS3 Science, measured by raw grade and value added results.
* Ensure that students have a long-term cohesive pathway of learning, allowing for progression of all abilities; ensure that each lesson is differentiated for the needs of students.
* Ensure that all levels of planning for learning are in place and promote progress for all students in line with expectations.
* Implement and maintain procedures and practices to monitor and ensure the quality of teaching and learning within the subject, including regular lesson observation and work scrutiny.
* Ensure that pupil progress is tracked over time and that suitable interventions are in place for all students who require additional support.
* Develop whole school priorities such as Literacy, Numeracy, and PLTS through long, medium and short-term planning for learning, and use these to promote independent learners.
* Inspire a love of the subject in general by acting as a role model and showing enthusiasm for Biology and KS3 Science.

**Monitoring and Assessment:**

* Ensure that students’ work is marked by all staff, following the guidelines set out by the school.
* Provide feedback on individuals or groups of students as and when required.
* Use the information from regular assessment to impact upon the planning for future learning.
* Provide reports, grades and written commentaries of students as and when required.
* Ensure that all lessons are registered via the school’s electronic registration system.

**Subject Knowledge and Understanding:**

* Ensure that an up to date knowledge of subject matters, especially programmes of study, level descriptors and examination specifications is maintained.
* Seek constantly to improve and disseminate the knowledge of pedagogy and therefore the quality of teaching within Biology and KS3 Science.

**Professional Standards and Development:**

* Conduct self as a role model for all members of the school community.
* Provide cover for absent colleagues as defined by the school’s ‘rarely cover’ policy.
* Take an active part in the Health and Safety policy personally and as it applies to all members of the school community.
* Be familiar with and support School policies.
* Establish effective working relationships with all colleagues, ensuring that high standards are maintained in all lessons.
* Seek out professional development opportunities that benefit both self and the wider school community.
* Show willingness to engage in the wider life of the school.
* Be aware of the professional standards as they are laid down and ensure that their practice supports standards relevant to their career profile.
* Support through interactions with students the SEN Code of Practice and consider the needs of all vulnerable groups within the school.
* Organise and minute subject meetings.

**Pastoral:**

* All members of staff at Rickmansworth School have a pastoral responsibility; students’ well being and achievement must be at the heart of what we do.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

*We are committed to safeguarding and promoting the welfare of children and are an equal opportunities employer. Applicants must declare any criminal convictions and subject to a check with Disclosing and Barring Service as the post is exempt from the Rehabilitation of Offenders Act 1974. The safety of children is the responsibility of all staff at Rickmansworth School. Staff will receive regular training and updates.*

**Person Specification: Head of Biology, Assistant Subject Leader for Science**

E Essential D Desirable

 A Application process I Interview process

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| --- | --- | --- |
| **Experience:** |  |  |
| Excellent teaching skills | E | A/I |
| Ability to teach across Key Stages 3 to 5 | E | A/I |
| Ability to use ICT and new technologies to support learning | D | I |
| Experience of more than one School | D | A |
|  |
| **Qualifications and Training:** |  |  |
| Degree in related subject | E | A |
| PGCE or equivalent | E | A |
|  |  |  |
| **Knowledge:** |  |  |
| Up to date knowledge of 11 – 19 curriculum | E | A/I |
| A sound understanding of pedagogical practice in relation to Teaching and Learning in a School setting | E | I |
| A good understanding of strategies to raise student attainment | E | I |
|  |  |  |
| **Aptitudes:** |  |  |
| Skilled classroom practitioner | E | I |
| Highly effective communication skills | E | A/I |
| Ability to form strong working relationships | E | I |
| Ability to lead and manage an effective team | E | I |
| Capacity and willingness to evaluate own and others performance  | D | I |
| Willingness to innovate and develop self and others | D | I |
| The ability to develop strong relationships with all students | E | A/I |
| Willingness to contribute to the wider life of the School | E | I |
|  |  |  |
| **Values:** |  |  |
| The belief that every student can and will achieve their very best | E | A/I |
| A clear educational vision and passion for Drama in an educational setting | E | A/I |
| Good organisational skills | E | A/I |
| Highly motivated and willing to go beyond the confines of the classroom to “give more” to the students | E | I |
| Ability to work to deadlines and manage pressure | E | A/I |
| Record of good attendance and punctuality | E | A |
|  |  |  |
| **Safeguarding and welfare of the School community:** |  |  |
| The ability to maintain appropriate relationships with all members of the School community | E | A/I |
| The ability to manage student and colleagues behaviours in a positive way | E | A/I |
| Be clear on their motivation to work with young people | E | I |