

HEAD OF BIOLOGY
Required from April 2018 or September 2018

Person specification

A dynamic and well-qualified person able to lead the Biology Department within a large and successful Science Department.

Key skills / Qualities

The person appointed to the role will be:

- an excellent teacher of Biology with a passion for the subject and a proven record of success
- able to lead the department in delivering excellent teaching and learning across all areas of the school
- provide a rich programme of extra-curricular opportunities to inspire students about the possibilities in Biology beyond the curriculum
- a strong team player who is able to develop individuals
- able to liaise with the Head of Science to develop Biology teaching within the Science Department

Line Management

The successful candidate will report to the Head of Science. All members of staff are also expected to be involved in pastoral care within the school community, usually in the role of form tutor or co-tutor, as well as to contribute to the extra-curricular life of the school.

Responsibilities

Responsibilities will include:

- Assessing, monitoring and reviewing the delivery of the Biology teaching to ensure excellent teaching and curriculum provision
- Leading the Biology department in all matters relating to the teaching of Biology, including the chairing of weekly department meetings
- Assessment and monitoring of pupils' progress
- Induction, monitoring and support of new members of staff
- Monitoring and developing teaching and learning in the department and promoting the development of biological and broader scientific knowledge
- Developing the teaching resources of the department

- Organising the departmental administration, such as timetable and laboratory allocations, organising record keeping and setting of internal examination papers, encouraging the sharing of teaching resources
- Managing equipment and textbooks in conjunction with the laboratory technicians, developing the audio-visual, computer and data logging resources in the department and training staff in their use

Aims of the Department

The Department aims to promote an enthusiasm for scientific enquiry and an awareness of the importance of Biology in today's society, in addition to an independent approach to study and a passion for learning. Every year any girls go to study medicine, engineering and pure science courses at university and the School is very proud of its strength and long tradition of excellence in these fields.

The Department

The Biology Department is well staffed with seven Biology teachers, supported by two technicians. The members of the Department share a common ethos and the atmosphere is very positive: staff willingly share their expertise and resources and volunteer for extra responsibilities as and when necessary. There are weekly Biology Department meetings and regular Science Department meetings.

The Curriculum

Students currently follow our own course in Year 8, covering all aspects of the National Curriculum but encouraging the development of practical skills and being at liberty to stretch our very able students. From Year 9 we teach all students separate IGCSE Biology. In the Sixth Form we offer both Higher and Standard Level International Baccalaureate Diploma and the International A-level. Biology is a very popular subject throughout the School and more than one in three sixth form students take it; many students go on to study subjects such as Biology, Natural Sciences, Medicine and Dentistry at their university of choice.

Extracurricular activities

It is expected that each member of the Department will volunteer to contribute to extracurricular activities. The department encourages a range of extra-curricular activities. The year 7 and 8 Science Club is run by Sixth Form students. Older students prepare their own research for the CREST award. In the Sixth Form students take part in the national Biology Olympiad and a group of students are currently designing and trialling a series of experiments for a new advanced practical club. Students take place in a variety of analytical challenges and competitions throughout the year.

External opportunities

There is a strong culture of professional development at the School. In addition to the openly advertised internal promotion and professional development posts, the School also offers a number of external opportunities.

Following the opening of two partnership schools, North London Collegiate School, Jeju (in South Korea), and North London Collegiate School, Dubai, staff in the UK have opportunities to be involved in monitoring visits to South Korea and Dubai, and to be involved in the recruitment and training of their staff. A number of exchange

opportunities are available to staff, both to Korea, and to partner schools in the USA and Australia.

The School works closely with The Prince's Teaching Institute, which is co-directed by the former Headmistress, Mrs Bernice McCabe. It provides residential, subject-specialist training to the maintained sector. The Prince's Teaching Institute activities currently reach 360,000 children in England and Wales. In 2014/15, 704 Secondary Schools, which is 16% of all Secondary Schools in England and Wales, have sent a teacher to a PTI course. Currently there are nine subject streams designed and led by NLCS staff, and the School pays for a number of staff from NLCS to attend the courses.

As part of the larger Senior School we benefit from being able to attend lectures and presentations from an eminent number of speakers, including John Bercow, Margaret Beckett, Brian Sewell, Tom Holland and Lord Winston.

Terms and Conditions

North London Collegiate School has its own generous salary scale. A salary review is conducted each year.

The School is a member of a BUPA group scheme; subscription is open to all staff. Staff may pay into the Teachers Superannuation Scheme. NLCS terms are shorter than the maintained sector.

Some staff accommodation is available on site. There is free use of the School's coach service and exclusive use of the indoor swimming pool, fitness suite and sports hall. Staff children who are selected to join the school enjoy 25% fee remission (for up to two daughters).

Applications

Application should be made in writing to the Acting Headmistress, Mrs Alex Wilson, with a letter of application, completed application form and the names and addresses of two professional referees, one of whom should ideally be the Head of the applicant's present school. If applying by email the application form should be sent to Heather Cade, Deputy Heads' PA, who is in charge of teacher recruitment at deputyheadspa@nlcs.org.uk.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment as part of their duties. The successful candidate will be asked to apply to the Disclosure and Barring Service for an Enhanced Disclosure.

Closing date for applications is Friday 8th December 2017 at 12.00 midday.