

## **HEAD OF BIOLOGY** **(full time, permanent)**



### **General Information**

St Columba's School is an HMC, non-denominational School founded in 1897, initially as a School for Girls. It has been co-educational since 1982 with equal numbers of boys and girls. The current roll for the entire School, from Nursery to Senior VI, is 630. The Junior School is situated a quarter of a mile from Senior School and has a roll of 220. The Rector has overall responsibility for the whole School: there is also a Head Teacher at the Junior School.

The first thing you notice at St Columba's is the warm welcome. This is in part the result of our size. Teachers know each pupil by name. Indeed, recognition of the individual is an important feature of the School's vision; considerable effort is made to create an environment which allows us to identify and nurture the unique talents and skills of each student, and encourage all of them to realise their full potential. Our success is evident not only in the excellent academic results achieved, regularly placing St Columba's as one of the highest performing schools nationally, but in the impressive young people whom you will meet in our classrooms, at an international debate, or on a rugby field: they are polite, articulate and quietly self-assured.

There has been significant investment in facilities, including the opening of an additional Junior School building in 2001. Between 2014 and 2016, a number of major developments of the School's facilities have been undertaken including: the refurbishment of the Science building; the replacement of the Astro turf hockey pitch; and a major development of the Junior School grounds. The extension to the Senior School which opened in October, 2016, includes a pastoral care suite, a new library, 13 new classrooms and faculty bases. In November 2018 we opened the Wellbeing Centre at the heart of the School. Taken together, these developments represent a significant investment in the future of the School.

In June 2011, St Columba's was inspected by Her Majesty's Inspectorate of Education. The report which is exceptionally positive is attached separately.

We are seeking an enthusiastic and inspirational Head of Biology to lead our highly successful Biology Department from August 2019. The vacancy has arisen owing to the retirement of Head of Biology, Mrs Liz Wilson and Acting Head of Biology, Mrs Patricia Nicoll.

The Biology department includes the Head of Department (vacancy), a full-time Teacher of Biology and a part-time Teacher of Biology. [Higher Psychology is delivered by an external staff member of West College Scotland and is overseen by the Head of Department.]

Integrated Science is taught to Transitus (Primary 7) by Senior School teachers of Biology, Chemistry and Biology. From SI to SVI separate sciences are taught with candidates being presented for SQA examinations at all levels.

Higher Psychology is offered as a crash Higher to SVI pupils only.

The Biology department is highly regarded within the school community; uptake is strong with 32 (of 60 pupils in SIV) candidates at National 5; 21 (of 62 pupils in SV) at Higher; and 11 (of 50 pupils in SVI) at Advanced Higher. Results at all stages are excellent. The Department provides enrichment to the curriculum through extra-curricular opportunities such as the CREST award and active participation in the school's STEM Society. Practical work is important to the department with modern PASCO equipment available.

The Job Profile for a Head of Department is below. The post is aligned to the SNCT Principal Teacher scale, reviewed in April each year; with the further three per cent St Columba's enhancement. Fee restriction of 50 per cent is granted for the education of the children of members of the teaching staff after one year's service.

Energy, vision, good communication skills and the ability to motivate and lead people will be crucial attributes for the successful candidate. The successful candidate will be expected to contribute fully to the extra-curricular life of the School.

The School has a comprehensive Professional Review and CPD programme in place.

Letters of application and CVs with the names and email addresses of two referees should be sent to the Rector by noon on Friday, 24 May 2019 either by email to [recruitment@st-columbas.org](mailto:recruitment@st-columbas.org) or by post to St Columba's School, Duchal Road, Kilmacolm PA13 4AU.

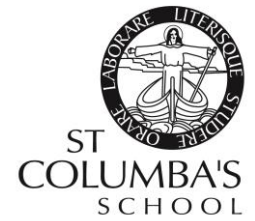
Interviews will take place week commencing 3 June 2019. Please note that applicants must be registered or eligible for registration with the General Teaching Council of Scotland.

Candidates are welcome to contact Mrs Patricia Nicoll to discuss the post informally. Initial contact should be made by email to [pnicoll@st-columbas.org](mailto:pnicoll@st-columbas.org) or by telephone 01505 872238. The appointment will be subject to membership of The Protecting Vulnerable Groups (PVG) scheme.

Mrs Andrea Angus  
**Rector**  
**May 2019**

## **JOB PROFILE**

### **HEAD OF FACULTY/DEPARTMENT**



The Head of Faculty/Department is accountable to the Rector for the management of the Faculty/ Department. Within the constraints of school policies, procedures and resources, he/she is required to lead, co-ordinate and allocate the work of the Faculty/Department and to foster Faculty/ Department members. He/she is also expected to keep abreast of the latest developments in Faculty/ Department teaching and with curricular issues and debate.

#### **KEY TASKS**

##### **MANAGING LEARNING & TEACHING**

**Develop systems for the management and evaluation of effective learning and teaching in his/her Faculty/Department.**

- Develop and implement effective systems for curriculum planning to ensure breadth, balance, progression and coherence in his/her Faculty/Department which meets the needs of all learners and achieves recognised targets.
- Plan and maintain systems to ensure effective implementation of programmes of study and assessment procedures ensuring that the learning needs of all are met.
- Agree, develop and implement systems to monitor, evaluate and improve learning and teaching programmes, including planning and managing projects within the Faculty/Department.

**Establish processes to create and maintain the conditions for effective learning and teaching.**

- Develop arrangements which promote positive relationships and celebrate success within the Faculty/Department.
- Promote high expectations for achievement amongst all learners and Faculty/Department staff.
- Ensure systems are in place to identify and address the needs of individuals and groups of learners.

##### **MANAGING PEOPLE**

**Develop a team and individuals to enhance their performance and that of the Faculty/Department**

- Develop participative management structures within the Faculty/Department.
- Through the School's Professional Review and Development process, agree and support professional development targets for individual members of the Faculty/Department, observe lessons and provide feedback on performance.

#### **Plan, delegate and evaluate the work carried out by the Faculty/Department**

- Through the school's programme of development planning, agree targets and appropriate support for individuals.
- Plan, agree and support the delegation of tasks and responsibilities to individuals to achieve targets.
- Agree success criteria for ongoing monitoring and evaluation and provide constructive feedback to individuals on their performance.

#### **Create, maintain and enhance effective working relationships with staff**

- Develop the trust and support of staff in the Faculty/Department.
- Develop effective relationships with colleagues, fellow Heads of Faculty/Department and school managers.
- Identify and deal effectively with inter-personal conflict.

### **MANAGING POLICY & PLANNING**

#### **Develop and communicate Faculty/Department policies and plans**

- Develop relevant information gathering systems within and outwith the Faculty/Department to inform decision making.
- Review, develop and maintain structures which support a consultative approach to decision making within the Faculty/Department.
- Promote, communicate and implement school's and Faculty's / Department's aims and policies.
- Monitor, evaluate and prove the effectiveness of policies and plans.

#### **Develop and maintain partnership with parents, pupils and outside agencies**

- Develop and maintain positive and professional relationships with all those associated with the Faculty/Department.
- Develop and maintain structures for effective liaison and consultation.
- Encourage discussion of and gain agreement for Faculty/Department policies and plans.
- Evaluate, review and improve relationships.

### **MANAGING RESOURCES AND FINANCE**

#### **Managing available resources and allocating them to support effective learning and teaching**

- Identify resources needed to support the implementation of Faculty/Department policies.
- Negotiate and secure agreement for budgets with school management.

- Be able to integrate the budget plan with the Faculty/Department and staff development plans.
- Maximise the use of available resources to create, maintain and monitor an appropriate physical environment for effective learning and teaching within the Faculty/Department taking due account of health and safety requirements.

#### **Monitor and control the use of resources**

- Monitor and evaluate the use of resources to support the implementation of Faculty/Department policies.
- Monitor and control spending within agreed budgets.

### **ACCOUNTABILITY**

The Head of Faculty/Department is accountable to the Rector, for carrying out effectively the key tasks above and is accountable to the Depute Rector ( Professional Development) in respect of his/her duties relating to the school's process of Professional Development and Review.

### **AUTHORITY**

The Head of Faculty/Department has delegated authority for the day-to-day running of the Faculty/Department.

### **RELATIONSHIPS**

The Head of Faculty/Department works with the Rector in respect of all of the key tasks above and with the Depute Rector (Professional Development) in respect of his/her duties in respect of the School's Professional Review and Development programme.