



RUGBY SCHOOL  
NIGERIA

**JOB DESCRIPTION**

<b>Job Title</b>	Head of Biology
<b>Department</b>	Biology
<b>Function</b>	Academic
<b>Reports to (Job Title)</b>	Deputy Head (Academic)
<b>Location</b>	Rugby School Nigeria

**JOB PURPOSE**

The post holder is required to lead the Biology Department and teach Biology lessons throughout the School, including to A Level sets. They will plan, organise and manage the departmental requirements delivering the appropriate strategy, both in the short and long term with the aim of becoming one of the leading departments in the country. They will also contribute to the broader support offered to students. The post holder will make a full contribution to the pastoral and co-curricular life of the School.

For the right candidate, there may be the option of taking on the additional responsibility of Head of Science.

**KEY RESPONSIBILITIES/ACCOUNTABILITIES:**

**Head of Department Professional Duties**

The following duties shall be deemed to be included in the professional duties which Heads of Department may be required to perform:

**Curriculum**

- To plan and implement the curriculum, including the production of schemes of work, taking into account where appropriate, any national guidance to ensure all syllabus requirements are adhered to.
- Ensure that high academic standards are achieved and the highest standard of teaching and learning is maintained.
- To review and develop the curriculum in line with School policy and national trends.
- To develop and evaluate teaching approaches.
- To publish annually a departmental handbook, including details of the curriculum and programmes of study.
- Overseeing the learning environment including displays of pupil work.
- Ensure that there is an academic enrichment programme for Biology outside timetabled lessons.

**Pupils**

- Responsibility for pupils' progress and welfare within the department.
- Establish a common approach to prep within school policy.
- Establish and publish procedures for rewards and sanctions within School policy.

### **Staff**

- To manage the departmental resource in accordance with the Schools policies and procedures including performance management of staff.
- Induct new staff.
- Support and guide all members of the department.
- Responsible for overseeing the professional development of departmental staff including yearly appraisals and internal training and development.
- Setting, in consultation with members of the department, departmental priorities.
- Ensure effective communication and a unified sense of purpose within the department; hold regular, minuted departmental meetings, with a key focus on teaching and learning.
- Establish good communication with other departments, including Learning Support staff, librarians and senior staff.
- Advise the Principal on the selection of new staff.

### **Administration**

- Ensure that assessment of pupils' work within the department is regular, thorough, follows the departmental marking policy, and check that full records are kept.
- Prepare for assessment and/or examinations (internal and external) and liaise with staff responsible for their organisation.
- Maintain departmental records.
- Liaise with staff and the Deputy Head (Academic) regarding staff allocation and teaching groups.
- Ensure that departmental stock and equipment are well cared for and economically used; liaise with the Bursary regarding funding and be responsible to the Bursar for budgets, grants, bills, recharges etc. as directed.
- To represent the department in all matters within the School: attend Heads of Department meetings; contribute, as required, to the various open mornings, academic booklets and promotional literature.
- Provide the Principal with a detailed report on examination results by the second week in September.
- To organise and lead departmental trips including residential trips that may occur outside of term time.

### **Teacher Professional Duties**

The following duties shall be deemed to be included in the professional duties which teaching staff may be required to perform:

#### **Teaching**

- Plan, prepare and teach well-structured lessons.
- Teach, according to their educational need, the students assigned; setting and marking work, including examinations.
- Adapt teaching to respond to the strengths and needs of all students, knowing when to differentiate appropriately.
- Assess, record and report on the development, progress and attainment of students.
- Set high expectations which inspire, motivate and challenge students.

- Promote the general progress and well-being of individual students and of any class or group of students assigned.
- Manage student behaviour effectively to ensure a good and safe learning environment.
- Demonstrate good subject and curriculum knowledge.
- Communicate and consult effectively with the parents of students.
- Communicate and co-operate with persons or bodies outside the School.
- Participate in meetings arranged for any of the purposes described above.
- Collaborate and co-operate with other teachers on the ongoing preparation and development of best teaching practice and an exciting and engaging curriculum.

## PERSON SPECIFICATION

	Essential	Desirable	Method of assessment
<b>Qualifications</b>	A university graduate with a good honours degree.	A Masters or further degree.	<ul style="list-style-type: none"> <li>• Production of the applicant's certificates.</li> <li>• Discussion at interview.</li> <li>• Independent verification of qualifications.</li> </ul>
<b>Experience</b>		Experience of working with young people.	<ul style="list-style-type: none"> <li>• Contents of the application form.</li> <li>• Interview.</li> <li>• Professional references.</li> </ul>
<b>Skills</b>	<p>Ability to organise own workload, prioritise and meet deadlines.</p> <p>Ability to work on own initiative, and as part of a team.</p> <p>Ability to communicate effectively with students, staff, and leadership.</p> <p>Excellent interpersonal, written and oral skills.</p> <p>Ability to maintain appropriate constructive relationships when dealing with students.</p>	Highly developed IT skills and a willingness to keep up-to-date with new technologies.	<ul style="list-style-type: none"> <li>• Contents of the application form.</li> <li>• Interview.</li> <li>• Professional references.</li> </ul>

<b>Knowledge</b>	<p>Excellent subject knowledge</p> <p>Current knowledge of educational change and issues.</p>		<ul style="list-style-type: none"> <li>• Contents of the application form.</li> <li>• Interview.</li> <li>• Professional references.</li> </ul>
<b>Personal competencies and qualities</b>	<p>Committed to safeguarding children.</p> <p>Determined and driven.</p> <p>Motivation to work with children and young people.</p> <p>Ability to form and maintain appropriate relationships and professional boundaries with children, young people and staff.</p> <p>Creative and imaginative.</p> <p>Committed to on-going CPD.</p> <p>Determined to grow and develop as an individual.</p> <p>Willingness to embrace a coaching philosophy in all aspects of school life.</p>		<ul style="list-style-type: none"> <li>• Contents of the application form.</li> <li>• Interview.</li> <li>• Professional references.</li> </ul>