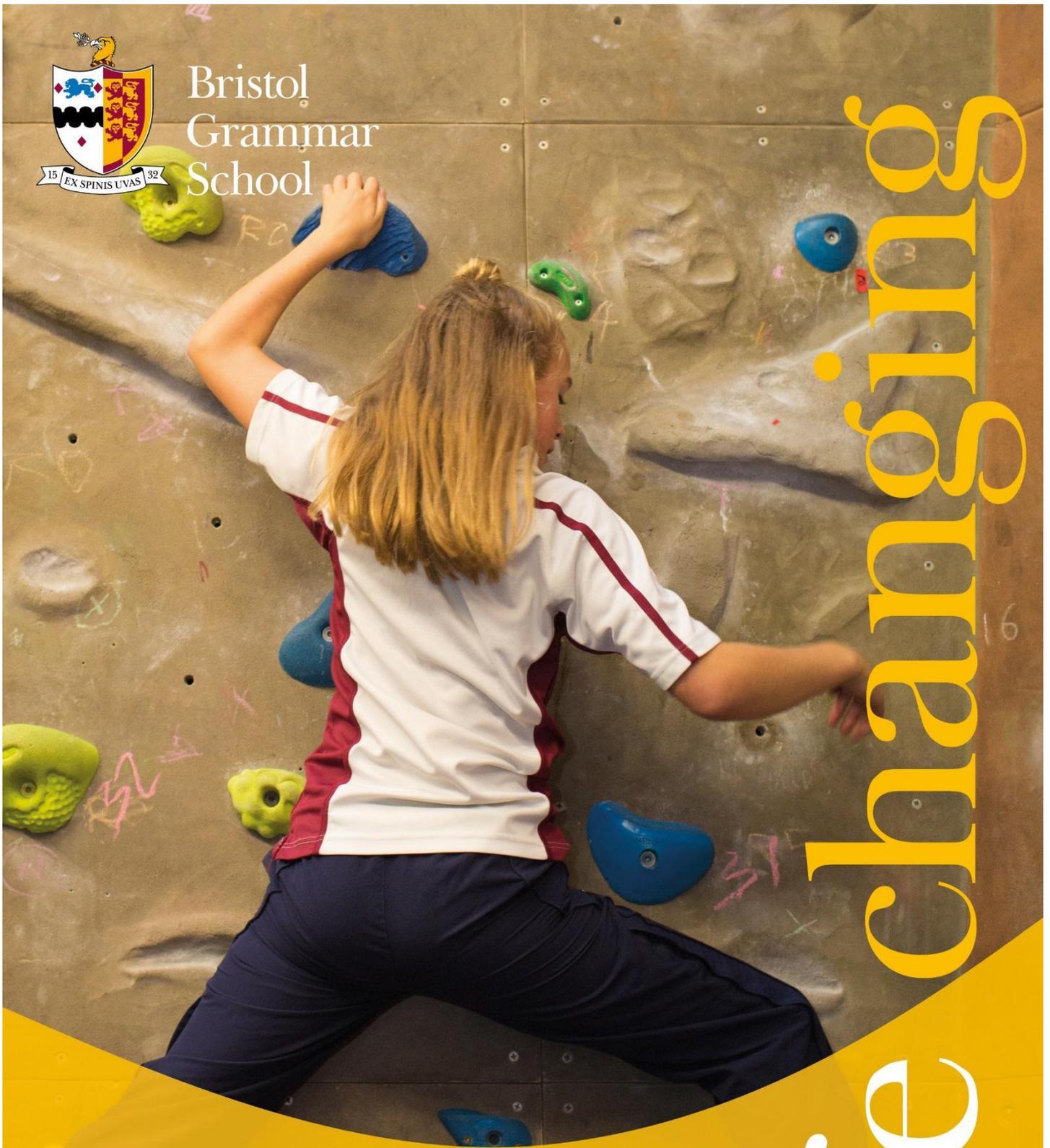


Bristol  
Grammar  
School



# Life changing

## Job Description

### Teacher of Biology

Bristol Grammar School: a company limited by guarantee, company number: 5142007  
Registered Office: University Road, Bristol, BS8 1SR. Registered Charity Number: 1104425

# Job Role Specification

**Post:** Teacher of Biology (with the ability to teach Chemistry or Physics to GCSE an advantage)

**Line Manager:** Head of Biology

**Anticipated start date:** 01 September 2018

## Outline of Department

Pupils in Year 7 follow the School's own Science course, with modules from each of the three disciplines, taught by a single teacher. They are taught in their six tutor groups, which may contain up to 22 pupils.

In Year 8 the students follow separate science courses. In Biology they study British wildlife with a focus on nature in and around the Bristol area.

In Year 9 pupils are banded by ability across all the sciences and taught the three separate sciences by subject specialists. All three sciences follow the Edexcel IGCSE specification.

Biology in the Sixth Form has always been a popular A level option. There are typically 60+ students in the Lower Sixth and 50+ students in the Upper Sixth divided into set sizes of no more than 14 students. The OCR syllabus is followed and the teaching of each set is split equally between two teachers. This allows for some flexibility in the topics that can be taught by individual teachers. From September 2018 the department will be offering IB Biology and there may be opportunity for the right candidate to teach this course or be trained to do so.

The Department is justly proud of its record of success in public examinations. The vast majority obtain an A grade or above at GCSE, with over 80% gaining A\*/A. At A level around 80% of pupils typically gain A\* - B grades. Although the pupils are at the top end of the ability range, sets will routinely contain potential Oxbridge students, medics or biochemists alongside others who find science difficult and require much support. The post will therefore offer both challenge and varied experience.

The Department is a separate entity within a large science department. Each department has its own suite of four well-equipped specialist laboratories with excellent preparation facilities and there is a good level of support from both technicians and colleagues. There is a strong tradition of practical work. All laboratories are fitted with data projectors and wireless internet connection. Fifty portable laptop computers give pupil access to a wide range of software, the internet and the Department intranet site during lessons.

The Department has a flourishing Further Biology course that involves a wide range of Biology enrichment beyond the classroom. This includes visiting speakers, practical sessions in university labs, and research and presentations by the Biology Scholars. A willingness to contribute to the wider development of Biology within the school is highly desirable.

Many teachers within the Biology department will teach one or more of the other science disciplines, depending on the needs of the School. Therefore, the ability to teach either Chemistry or Physics to GCSE will be an advantage.

## Duties and Responsibilities

### Particular duties of all teachers at BGS include:

- Keeping up-to-date with developments of their subject particularly having regard to matters relevant to the secondary school curriculum
- Planning lessons carefully and ensuring that appropriate resources are available
- Maintaining good classroom discipline having regard to the behaviour policy of the School
- Regularly marking work in accordance with the marking policy of the department

- Providing assessment information, report grades and feedback for learning as required by the assessment and reporting schedule
- Observing School policy on health and safety requirements and being aware of any subject specific health and safety requirement and ensuring that they are implemented appropriately at all times
- In the first year at BGS, attending the induction programme meetings
- Taking part in the appraisal procedures
- Acting as a Form Tutor unless other duties preclude this
- Acting as a House Tutor and supporting the Head of House in as wide a variety of House activities as possible
- Taking note of the special educational and health needs of individual students, following advice from the Director of Studies for Students' Learning Needs or Head of House or Director of Studies or School Nurse
- Referring concerns about the performance of students to the Head of Department
- Contributing to discussions of individual students or giving written advice on request from Form Tutors, Heads of Department, Director of Studies or Heads of House
- Attending Charter Day Service, Open Day, Entrance Exams, Prize Giving and other major School events
- Developing and maintaining good relationships with parents and the local community
- Contributing fully to the life of the School and to the co-curricular programme of the School
- Conforming to the School's Code of Conduct
- Adherence to the School's safeguarding procedures

All teachers at BGS commit themselves to contribute fully to the life of the School in and outside the classroom. In addition to being an energetic and enthusiastic teacher, the person appointed will also be expected to make a contribution to school games and/or activities which can include almost anything of interest to both staff and students. Applicants should indicate their areas of interest and expertise.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

# Candidate Specification

It is expected that the Teacher of Biology will possess the following attributes:

L = assessed through evidence from application form, references and letter of application	I = assessed at interview	E / D = Essential / Desirable	
A highly skilled and competent teacher who is energetic and totally committed to the ethos of the School and department	L	I	E
Have experience of teaching Biology at KS3, KS4, KS5 and of preparing students for Oxbridge entrance	L		E
Have experience of teaching Biology at IB	L	I	D
Be a graduate in Biology or a closely related discipline	L		E
The ability to offer either Chemistry or Physics teaching to GCSE	L	I	E
An enthusiastic and approachable nature		I	E
A sense of humour and an optimistic, resilient style when faced with pressure		I	E
The ability to develop good working relationships with all members of the School community	L		E
A well organised and resourceful approach to their work and have the ability to meet deadlines	L	I	E
Be able to create a challenging and effective learning environment for all students	L	I	E
Plan a sequence of engaging lessons that builds on previous learning, with clear objectives and that encourages student progress and a sense of adventure		I	E
Commitment to the ethos and holistic education provided by BGS and to the maintenance of BGS as a leading independent school	L		E
Ensure that a range of teaching strategies are used that enables all learners to be highly motivated, enthusiastic and respond positively to challenge and high expectations	L	I	E
Use assessment data to challenge and motivate students of all abilities and inform future planning and targets	L	I	E
An up-to-date knowledge of teaching and training initiatives that can be used to enhance learning. (ICT literacy: iPads, software for recording and analysing students' performance)	L		D
Be able to communicate well with children and young people and in particular be prepared to demonstrate: <ul style="list-style-type: none"> <li>● Motivation to work with children and young people</li> <li>● Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>● Emotional resilience in working with any challenging behaviour</li> <li>● Professional attitudes to use of authority and maintaining discipline</li> <li>● Understanding of safeguarding and promoting the welfare of young people</li> </ul>	L	I	E

# Working hours and conditions

<b>Working Hours</b>	Normal working hours will be those necessary to carry out the duties of the post as Teacher of Biology.
<b>Salary</b>	The salary will be determined by the BGS Teachers' Scale.
<b>Pension</b>	The School is part of the Teachers Superannuation Scheme and all teachers are automatically included in the Scheme.
<b>Lunch</b>	School lunch is provided during term time.
<b>Education</b>	At present the School's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subjects to their children meeting the academic entry requirements and subject to a place being available.
<b>Sports Facilities</b>	Free use of school sports facilities.
<b>Library</b>	Free use of the school Library.
<b>Car Parking</b>	No car parking is provided during term time.

## Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

## How to apply

Application forms should be accompanied by a *brief* covering letter addressed to the Headmaster, Mr R I MacKinnon, and should be sent to Miss Rose Moscrop, HR Administrator, Bristol Grammar School, University Road, Bristol, BS8 1SR, [bgshr@bgs.bristol.sch.uk](mailto:bgshr@bgs.bristol.sch.uk)

**The closing date for applications is Friday, 23 February 2018, at 9am.**

**Interviews will be planned for shortly afterwards.**

***Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmaster' which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.***