JOB DESCRIPTION

NLCS (Singapore) believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee, nor NLCS (Singapore), to only the work identified. It is the expectation of the school, that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.

Our School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

Position/Job Title	Head of Biology
Classification	Senior School Head of Department
Reporting to	VP (Academic)
Duties and Responsibilities	1. Overall leadership and development of provision within the department, including teaching and learning, schemes of work, extra-curricular enrichment, and support for university applications 2. Overall responsibility for the assessment, examination and homework policy across the department 3. In conjunction with colleagues, oversee, lead, manage and evaluate all teaching staff within the department, ensuring that they consistently maintain high levels of professionalism 4. Assist in the recruitment, assessment and appointment of personnel 5. Liaise with the Academic Board to guide the creation and implementation of effective, differentiated professional development opportunities 6. Actively engage with colleagues in leading department self-review on a regular basis 7. Produce an annual Department Development Plan, in line with whole-school priorities as well as those specific to the subject area, and review progress against it on a regular basis. 8. Lead by example at all levels, including the delivery of academic extension and lessons to prepare students for university application in this academic area 9. Ensure that all pupils are taught according to the agreed syllabuses and prepared accordingly for the relevant external examinations 10. Encourage excellence 'beyond the classroom' for colleagues and pupils 11. Coordinate links with the Junior School to ensure vertical articulation of academic provision 12. Support colleagues in the appraisal, professional welfare and training and development of members of the department, especially new teachers and teachers new to the school

13. Maintain a Department Handbook, which contains departmental policies and procedures regarding curriculum, assessment, marking, feedback, reporting and any other relevant information for teachers in the department.
14. Support colleagues in ensuring members of the department adhere to the Department Handbook with particular regard to the setting and marking of work and reporting procedures
15. To bring to the attention of the Vice Principal (Academic) any difficulties that may arise
16. To hold regular minuted meetings with colleagues to discuss department matters
17. Support colleagues in the drawing up of syllabuses/schemes/units of work; teaching materials within the department; display and the general appearance of the department
18. Ensure colleagues effectively use resources to support teaching and learning (including use of ICT)
19. Support colleagues in putting in place a programme of mutual lesson observation
20. Ensure that colleagues are setting appropriate, differentiated teaching and homework tasks, and that high quality feedback is given in line with the department marking policy
21. Liaise with parents as appropriate
22. Cooperate with other departments in trans-disciplinary activities and in promoting the horizontal articulation of the curriculum
23. Keep up to date with educational developments and changes within the subject area
24. Review examination results and other relevant data within the department, implementing remedial action when necessary to improve performance of the department and the pupils within it
25. Present strategic analysis of examination results to the Principal and Academic Board
26. Encourage and organise activities and events associated with the subject (e.g. exhibitions, clubs, societies etc.) and organise pupil participation in internal and external events and competitions

Pastoral Care:

27. Support the strong pastoral emphasis within NLCS (Singapore) as a form tutor, including teaching PSHE. Manage a lively, enthusiastic, orderly and safe learning environment fulfilling the responsibilities of that position.
28. Liaise with and support the Heads of House and VP (Pastoral) in all matters pertaining to pastoral well-being, responsibility and strategy
29. Working alongside the Heads of House to contribute to pastoral and co-curricular activities that broaden students' experiences and enhance the general life of the school
30. Liaise with relevant colleagues and parents with regard to the monitoring, support, review and well-being of tutees
31. Follow the school's policies and procedures with regard to pastoral

	provision **Safeguarding** 32. Abide by the school safeguarding policy and keep abreast of any changes
Last JD Review	