

Job description – Head of Biology



Job title	Head of Biology
Salary range	MPS/UPS + Fringe + TLR
Line management	<p>The Head of Biology</p> <p>a) is directly responsible to the Head of Faculty for Science</p> <p>b) regularly line manages a team of Science teachers and is responsible for their performance management</p>
Purpose of the role	
<ul style="list-style-type: none"> • Ensure a safe environment that protects and cares for the students and staff • To be learning-centred and proactively focus on the development, sharing and monitoring of best practice in teaching and learning within the subject area and department to promote the best possible progress as a reflection of each young person reaching their full potential. • Provide leadership as part of the subject area in partnership with the Head of Faculty to contribute to the operational and strategic development of Beaconsfield High School to ensure a happy, high achieving community for all students. • Make effective use of resources and budgets, including IT, for the development of staff and students. 	
Subject specific responsibilities	
<ul style="list-style-type: none"> • A passion and enthusiasm for Biology. • Ensure a current awareness of educational trends and initiatives affecting Biology. • Coordinate the work of the Biology department, drawing up a departmental developmental plan, handbook and schemes of work in accordance with school policy and external requirements. • Developing Biology to be an example of excellence to others within and beyond the school. Participate in other exhibitions, competitions and workshops. • Set an example to the department in all areas of professional life, seeking to maintain high personal standards and keeping in touch with developments in the wider world of Science. • Ensure that a varied programme of co –curricular Science activities is offered to students. • Ensure the effective display of student work within the general school environment, as well as the Science Department. 	



Operational responsibilities

In addition to the responsibilities of a classroom teacher, the Subject Leader will:

- Be an excellent teacher and role model for both staff and students in terms of being self-reflective of personal practice and demonstrating a desire to improve, innovate and learn;
- Promote and reinforce high quality education by leading the processes for monitoring and evaluation of teaching and learning throughout the department including self-evaluation, lesson observations, learning walks, feedback, assessment and marking and book looks to ensure consistency in and a high quality of learning;
- Agree, monitor and evaluate targets for student progress which make a measurable contribution to whole school targets;
- Create, implement, monitor and evaluate a Department Development Plan which contributes positively to the aims of the School Development Plan and actively involves all subject colleagues in its design and implementation
- Build a collaborative learning culture within the department which includes engaging all subject colleagues in the creation, consistent implementation and improvement of schemes of work in line with school learning strategies;
- Set and secure high standards of behaviour consistent with the school's ethos and behaviour management strategy
- Ensure learning experiences of students are linked and integrated with the wider community and foster a positive culture and curriculum that takes account of the richness and diversity of the school's community;
- Encourage and support the professional development of subject in a way which recognises good practice and facilitates their progress against professional review objectives, resulting in a tangible impact on student learning;
- Assist the Head of Faculty and Leadership Team in the review of standards of leadership, teaching and learning in the subject area, consistent with the school's self-evaluation procedures;
- Organise and conduct meetings where appropriate with parents, carers and other professionals to ensure positive outcomes for all parties;
- Participate as required in the selection and appointment of teaching and support staff;
- Working with the Head of Faculty or others in the Leadership Team, take part in key activities related to professional, personnel/HR issues and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability etc as required;

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- Ensure that Health and Safety policies and procedures for both staff and students are developed, improved and complied with and work with the Head of Faculty to ensure Health and Safety policies are reviewed and updated annually.

Safeguarding and Promoting the Welfare of Children and Young People

- Ensure a safe and supportive school culture that promotes the wellbeing of staff and students;
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school;
- Promote a culture of inclusion within the school so that views are valued and taken into account.
- To undertake any professional duties as reasonably delegated by the Head.

Health and Safety requirements

- To ensure compliance with working practices within the department to ensure that all Health and Safety procedures are being adhered to; awareness of site specific risks, also how to deal with emergencies and reporting of accidents and/or incidents.
- To complete all training procedures relating to Health and Safety.
- To ensure that practical area, tools, equipment, computer software and materials relevant to the subject area are kept in an operable and safe manner, and ready for use by staff and students.
- To ensure any third parties / visitors to the department are aware of on-site procedures and site specific risks.
- To consider all duties under health and safety law when planning departmental trips outside of school, both in UK and abroad. Also to ensure that all staff are aware of the requirement for written consent being obtained for all activities that need a higher level of risk management or take place outside school hours.

2023

As per part 7 of the Immigration Act 2016, “the ability to converse with ease with members of the public and provide advice in accurate spoken English” is an essential requirement for this role.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken has not been identified.