



### JOB DESCRIPTION

**Job Title:** Biology Teacher  
**Responsible to:** Head of Biology

#### Teaching at Norwich School

A Teacher at Norwich School will teach across the Senior School age range of 11-18 and if requested to the Lower School pupils age range of 4-11. The role reports to the Head of Department. Teaching staff at Norwich School are expected to maintain the highest standards in their working practices and should uphold the following principles taken from DFE Teachers' Standards:

*Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.*

#### Preparing and delivering challenging and stimulating lessons

- Be committed to the School's ethos of placing learning and scholarship at the heart of the broad education that Norwich School provides
- Ideally have a degree in a relevant subject and have excellent command of subject knowledge
- Have due regard to different needs, including any special educational needs
- Set high standards and encourage all pupils to achieve their full potential
- Plan lessons to fit into a scheme of learning that encourages pupils to be reflective young people who are capable of handling difficult concepts and expressing profound thought

#### Promote good progress and outcomes for pupils

- Set and mark homework with clear feedback to pupils as to how they can improve
- Assist the school in monitoring pupil performance including tracking, staff and parent meetings and examinations

#### Fulfil wider professional responsibilities within academic departments

- Attend departmental meetings and play an active role in departmental discussion and curriculum development including contributing to schemes of work within the department
- Participate in the setting and marking of internal and external examinations including sharing in the moderation of GCSE, AS and A2 coursework

#### Fulfil wider professional responsibilities within Norwich School

- Be involved in the rich and broad education that develops the diverse talents of boys and girls equipping them for leadership and service; including taking part in the School's non-examined programmes such as community service, independent study or CV
- Be involved in co-curricular activities including trips, sports, music, drama, outward bound, clubs and societies
- Be involved in the pastoral care of pupils whether in a house setting or as a tutor or mentor or in other roles, including attending daily assemblies and services
- Communicate appropriately and effectively with parents on a pupil's development and on other school business

# Norwich School

## Biology Teacher



- Carry out any other reasonable request by the Head Master

### Personal and professional conduct

A teacher at Norwich School is expected to demonstrate consistently high standards of personal and professional conduct. Staff will uphold the School's Christian values of love and compassion for one another in their activities and relationships.

The following statements define the behaviour and attitudes which set the required standard for teachers at Norwich School:

- Teachers will uphold the excellent reputation of Norwich School and maintain high standards of ethics and behaviour within and outside School.
- Command respect from pupils, parents and colleagues
- Adhere to school policies & procedures including professional conduct and Child Protection guidelines
- Teachers will have proper regard and professional regard for the ethos and aims of Norwich School and maintain high standards in terms of their own attendance and punctuality

### PERSON SPECIFICATION

	Essential	Desirable
<b>Education and Qualifications</b>		
Degree in area of expertise		X
Teaching qualification		X
Maths, English & IT level 2	X	
<b>Experience</b>		
Experience of teaching and training	X	
Familiarity with the national curriculum for area of expertise		X
<b>Basic skills and competencies</b>		
Effective teaching skills	X	
Effective assessing skills	X	
Relationship management skills	X	
Ability to work in a team and also use own initiative	X	
Proven organisational and planning skills	X	
A strong commitment to Safeguarding	X	
Excellent communication skills	X	
<b>Personal Qualities</b>		
A passion for learning	X	
The ability to motivate pupils	X	
Commitment to succeed	X	
Evidence of Continued Professional Development		X



### BENEFITS

#### **Salary**

The post is offered at a salary commensurate with skills, experience and qualifications.

#### **Teacher's Pension**

Teaching staff are eligible for membership of the Teacher's Pension Scheme.

#### **Healthcare**

Staff may benefit from the school's private healthcare plans. To join, a full time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

The school also offers a free flu jab to those staff who wish to take this up and this is administered on site during the school day by a nurse.

#### **Personal Accident Insurance Scheme**

Staff are eligible for free membership of the Personal Accident Insurance Scheme.

#### **Fee Remission**

The school's standard remission on tuition fees for teaching staff, currently at 50% pro rata for each child, is available if your children are admitted to Norwich School

#### **Lunch**

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

#### **Salary Sacrifice Schemes**

Norwich School offers the Cycle to Work scheme and the Childcare Voucher scheme.

NOTE: Please note that Norwich School and the Lower School are located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.