

## BIOLOGY TEACHER JOB DESCRIPTION

<b>Job Title:</b>	Biology Teacher
<b>Line Manager:</b>	Head of Department

### Purpose of Job

Subject teachers are responsible for maximising the academic progress of the students they teach, working with colleagues to participate fully in the development of the department. Subject teachers promote a positive, purposeful and professional working atmosphere that encourages co-operation and challenge, whilst valuing the contribution that individuals make to the success of the Department.

### Duties and Responsibilities

#### Overall Responsibilities

- Encourage high standards in all aspects of school life, particularly in student progress
- Contribute to the effective and efficient running of the School
- Promote a school culture which is positive, purposeful and professional
- Support and motivate students, teachers and other school employees
- Encourage consultation, review and improvement

#### Teaching and Learning

- Plan and prepare well-structured, clearly presented lessons appropriate to the abilities of all students and the syllabus being taught
- Make sure that the classroom is a stimulating environment that facilitates learning
- Generate enthusiasm for the subject being taught and inspire all students to work to their potential
- Liaise with the Head of Department and Learning Support, where a student may have special educational needs and with the Form Tutor and Head of House if a student is experiencing pastoral difficulties
- Promote high standards of behaviour by encouraging a positive, proactive approach to study and build productive relationships with students
- Set homework according to policy and pertinent to the student's ability and wider work load
- Assess student's work accurately and regularly, giving thoughtful and meaningful feedback
- Promote high standards of organisation
- Be punctual to lessons
- Promote high standards in the use of English as the common language and help develop English for Academic Progress
- Improve, update and maintain materials and resources as needed
- Complete written assessments and reports according to guidelines and deadlines

#### Responsibilities to Parents

- Provide high quality, accurate, constructive and targeted information to parents at Parents' Evenings, in subject reports, incidental meetings and communications
- Assess, record and monitor the progress of all students according to faculty guidelines in order to provide accurate information to parents in a variety of forms, as and when necessary

#### **Responsibilities to the Department and School**

- Be respectful of the needs of colleagues and the Department with regards to co-operation, collegiality, deadlines and team cohesion
- Participate positively in Departmental Meetings, follow policies and generally contributing to the effective and efficient running of the Department
- Promote professional dialogue, share ideas about teaching and learning and support other teachers in developing good practice and new approaches and initiatives
- Take part in, and contribute to, INSET activities offered in the Department and by the School
- Enthusiastically contribute to cross-curricular links and initiatives, and Leadership in Action Activities
- Be involved in new responsibilities within the Department as part of an on-going process of Professional Development
- Keep up to date with developments in the Subject, and in education generally

#### **Other Responsibilities**

- Undertake other reasonable duties as requested by the Head of Department, Head of Faculty or members of the Senior Leadership Team

#### **Qualifications and personal qualities**

- Appropriate degree
- Minimum three years teaching experience
- Passion for teaching and commitment to educating the whole child
- A high level of professionalism and consideration of the well-being of children
- Recent and consistent involvement in extra-curricular activities
- Respect for all members of a school community, irrespective of position, gender, age and ethnic background
- Previous experience working with students for whom English is not a first language
- A positive and solution-focused attitude to working life
- Acceptable police checks (or equivalent) from the country of origin and from all other countries in which the applicant has worked and no question regarding suitability to work with children
- Appropriate references from current and previous employer, corroborated by personal phone calls made to each referee

Education is an ever-changing service and all staff are expected to participate constructively in schools activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

Harrow International School Bangkok is committed to the safety and protection of children. All employees are expected to comply with our School Child Protection and Safeguarding Policy.

## **BIOLOGY TEACHER JOB SPECIFICATION**

### **Biology Department**

The Biology department is part of the Science and PE Faculty at Harrow International School, Bangkok, which also includes Physics, Chemistry, Prep Phase Science and Physical Education. We pride ourselves on the quality and breadth of our practical curriculum and our students work in well-resourced labs with modern ICT facilities, which are extensively used.

### **Courses and examination boards**

We currently offer the following qualifications within the Biology department:

- IGCSE Biology (CIE 0610)
- A Level Biology (CIE 9700)

Biology is a very popular choice at IGCSE with an intake of around 70% of KS4 students, typically in at least six classes per year group. At A Level, we have three classes in Lower 6<sup>th</sup> and two classes in Upper 6<sup>th</sup> with around one quarter of our Sixth Form studying Biology. The vast majority of our A2 Biology students will apply for a broad range of Science courses with Biological Science and Natural Sciences being the most popular choices behind Medicine for undergraduate study.

### **Academic results**

Academic results in Biology IGCSE are excellent with over 70% of students achieving an A\*/A at IGCSE last year. At A Level, last year students gained 64% A\*/A grades. We accredit our success to a deep understanding of each individual student, through high-level formative and summative assessment and continuously striving to provide engaging and relevant learning experiences for our students.

### **Department staffing**

We currently have four full-time Biology teachers and a dedicated Biology technician. We share the teaching of Year 9 to 13 classes between us rotating able and less able groups each year. A Level teaching is split between two teachers for each group and teachers elect which half of the syllabus they would prefer to teach. Biology teachers are also expected to teach some general Science in the Prep Phase (Years 6-8).

### **Desirable skills and attributes for Biology teachers at Harrow International School**

- Our expectation is that Biology is taught through practical experimentation and colleagues who are committed to this ethos are encouraged to apply
- We use question level analysis to provide students with individual detailed feedback; colleagues are expected to develop outstanding understanding of their students' abilities and to embed feedback as a keystone of their practice
- An ability to assess using hinge-point type questions during lessons and a willingness to plan for differentiated inputs, based on high-quality formative assessment of students
- An ability and willingness to contribute to our development of new experimental procedures and demonstrations in addition to regularly sharing practice both informally and during meetings
- A commitment to lifelong learning in the study of Biology and understanding of pedagogy
- A willingness to share resources communally with all members and to assist in maintaining a collegiate and supportive environment
- An awareness of the needs of EAL learners as the majority of our students are non-native English speakers and a knowledge of the strategies used to support and scaffold students' language development is beneficial

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- An ability and willingness to support the English for Academic Progress through rigorous application of the whole School approach to marking and feedback
- The ability to inspire and extend able students beyond the A Level syllabus, such as through the recommendation of extension reading materials
- The ability to write academic references and letters of recommendation for Sixth Form students as part of their university application process, including supporting students with the writing of personal statements
- A willingness to help prepare students for the Oxbridge interview process
- A willingness to take part in subject-related extracurricular after school activities including the Natural Sciences Society and the Biology Olympiad
- A willingness to offer regular intervention and revision sessions for students outside of normal teaching hours (at lunchtimes and after school) throughout the year and especially in the lead up to examinations
- Experience of teaching the full A Level syllabus, preferably with the Cambridge International Examination 9700 A Level and 0610 IGCSE. Where this is not the case, a willingness to become an expert in CIE Biology, by immersing oneself in examiners reports, mark schemes and CIE literature is essential.