<table>
<thead>
<tr>
<th>Name of Teacher</th>
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<tbody>
<tr>
<td>Job Title</td>
<td>Head of Biology</td>
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<tr>
<td>Salary scale</td>
<td>MPR/UPR + TLR2c</td>
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1.0 **Job Purpose**

1.1 to assist the Headteacher and Senior Leadership Team in the leadership and management of teaching and learning in the school to achieve the outcomes required by Government regulations and the School Development Plan adopted by the Board of Governors.

2.0 **Generic Responsibilities:**

2.1 undertake the duties and responsibilities of a classroom teacher as required by the Headteacher and as defined in the Job Description of the ‘Classroom Teacher’.

2.2 create and maintain departmental documentation and a learning environment which support the school’s core values and aims, link with the School Development Plan and respond to the requirements of the National Curriculum and 14-19 provision, including examination courses relevant to the department.

2.3 ensure, in the absence of departmental colleagues, appropriate arrangements are in place for work and for student progress to continue.

2.4 establish monitoring and assessment procedures for student performance through a homework and marking policy and through testing arrangements, including preparation for internal/external exams, develop an intervention system based on individual student needs that enables every student to achieve at a level commensurate with their abilities.

2.5 recommend to the timetabling team staff deployment and time allocation for the delivery of the department’s provision.

2.6 establish and maintain a detailed departmental inventory and be responsible for managing the departmental budget in line with school procedures.

2.7 hold regular departmental meetings, attend Heads of Department meetings and contribute to whole-school policy and the future development of the school, including the appointment of staff to relevant areas.

2.8 assist the Headteacher and Senior Leaders with the promotion of the school by contributing to and/or attending public events in the school calendar.

2.9 support and/or contribute to, and encourage Department members to support and contribute to, the extra-curricular provision in the school (incl. work-related learning and the preparation for specific tests and/or interviews including Oxbridge and medical schools).

2.10 communicate within the department the School’s Health and Safety policy in relation to departmental areas and in relation to student involvement in departmental activities both on and off site.

2.11 link with feeder schools, Higher Education establishments and other outside organisations as appropriate.

2.12 be involved in the pastoral organisation of the school as deemed appropriate by the Deputy Head.

2.13 promote the safeguarding and welfare of people you are responsible for or come into contact with.

2.14 establish and maintain a partnership with parents to involve them in their child’s subject.
learning as well as providing information about curriculum, attainment, progress and targets

2.15 develop effective links with the local community, including business and industry, in order to extend the subject, enhance teaching and develop the student’s wider understanding.

2.16 be responsible for managing your own professional development.

2.17 ensure all tasks are carried out in compliance with all school policies and procedures including the Equality & Diversity Policy, Data Protection Policies and Procedures, Use of Social Media and the Staff Code of Conduct.

3.0 **Specific Responsibilities as a Form Tutor**

3.1 ensure that the register is marked punctually and kept up to date as required by the law and by School Policy as outlined in the School Handbook, including the efficient monitoring and recording of absences

3.2 implement, within the Form group, the School Policy on appearance, uniform and conduct of students, including their relationships with others as a member of the school community

3.3 liaise with the appointed Registrars and deal with returns and requests for information about students in the Form as required

3.4 attend assembly as Form Tutor unless a dispensation has been granted by the Headteacher

3.5 keep up to date records of students in the Form and contribute to references and reports for internal or external use, including UCAS

3.6 deliver the pastoral curriculum work as directed by the Head of Year and/or Teacher i/c PSHE/Citizenship and attend Year Group meetings with the Head of Year

3.7 conduct one formal individual guidance interview with Form Members per academic year

4.0 **Specific Responsibilities**

4.1 to lead, manage and develop staff and students in all aspects of the school’s provision for the teaching of Biology

4.2 Establish, with the involvement of relevant staff, short, medium and long term plans for the development and resourcing of the subject which:
   a) contribute to whole-school aims, policies and practices including those in relation to behaviour and discipline;
   b) are based on a range of comparative information and evidence, including the attainment of pupils;
   c) identify realistic and challenging targets for improvement;
   d) are understood by all those involved in putting the plans into practice;
   e) are clear about action to be taken, timescales and criteria for success.

4.3 Lead the development of broad programmes of study for all key stages (showing term by term planning) and detailed schemes of work for all work units

4.4 Research and select the most appropriate public examination courses

4.5 Produce a subject entry for the GCSE and A level options booklet

4.6 Produce an annual development plan (in line with the whole school development plan), informed by a review of the previous year’s development plan

4.7 Ensure the department makes an explicit contribution to the school’s gifted and talented programme

4.8 Ensure the department makes an active contribution to subject enrichment beyond the confines of the prescribed curriculum

4.9 Ensure that information about student’s achievement in previous classes and schools is used effectively to secure good progress in the subject, quality of provision and consistently high outcomes

4.10 Evaluate the teaching of the subject in the school and use this analysis to identify effective practice and areas for improvement and take action to improve further the quality of teaching
| 4.11 | Keep abreast of all developments within the subject including the exam board changes and further develop the curriculum offer so that it stimulates students whilst at the same time preparing them for public examinations. |
| 4.12 | To prepare all students in the department for their practical and coursework assessments. |
| 4.13 | To oversee any fieldwork and practical investigations as may be required by the examination boards or as specified in the National Curriculum. |
| 4.14 | In any short-term absence of the Teachers of Biology, ensure appropriate arrangements are in place for work and for student progress to continue. |
| 4.15 | Establish monitoring and assessment procedures for staff professional development and training in line with school procedures, including the induction of new members of the department. |
| 4.16 | To support and develop all members of the Biology Department and be responsible for Performance Development arrangements for designated staff. |
| 4.17 | Be responsible for managing the departmental budget in line with school procedures. |
| 4.18 | Maintain student book resources and other departmental resources, maintain the external examination paper support material and keep an accurate detailed inventory. |
| 4.19 | To be responsible for encouraging staff to develop different teaching styles in the classroom to ensure that all students are being challenged and making progress. |
| 4.20 | Hold regular departmental meetings, attend Head of Department meetings and contribute to whole school policy and the future development of the school, including the appointment of staff to relevant areas. |
| 4.21 | To oversee the work of the Biology Technician(s) on a day to day basis. |
| 4.22 | To undertake other tasks as reasonably directed by the Line Manager. |

### 5.0 Line Management – Responsibility to and for

| 5.1 | Required by the School Teachers’ Pay and Conditions Document to carry out the professional duties of a teacher under the reasonable direction of the Headteacher |
| 5.2 | to report for the purpose of day to day leadership and management to the Deputy Headteacher |
| 5.3 | to be responsible for the management, direction and supervision as appropriate of designated employees and other people as specified by the Headteacher |
| 5.4 | to undertake any other professional duties commensurate with the nature of the post, and in line with Conditions of Service which might be reasonably be required from time to time by the Headteacher and/or Governing Body |

### 6.0 Special Conditions

| 6.1 | the duties required of a teacher shall be such as to exercise the teacher’s professional skills and judgement |
| 6.2 | a teacher on the Upper Pay Scale shall meet the performance threshold standards as specified in the Teachers’ Pay and Conditions document |

### 7.0 Review and Amendment

- this job description is normally subject to annual review. It may be amended at the request of the Headteacher or the post holder but only after full consultation with the post holder

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Job Description issued, after consultation,

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Signature of Post Holder: …………………………… Date: …………………
Signature of Headteacher: …………………………… Date: …………………
or designated SLT member
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Dominic Robson
Headteacher
Updated November 2018