

## **JOB DESCRIPTION**

### **Head of Biology**

- Responsible to:** Head of Science
- Responsible for:** The delivery of high-quality lessons and the achievement, standards, safety and well being of students in their care.
- Job purpose:** To work with the Head of Science to provide professional leadership and management of the Biology curriculum in order to secure high quality teaching, the effective use of resources and improved standards of learning, achievement and behaviour of all students. To carry out all duties of a main scale teacher.
- Salary:** MPS/UPS plus TLR 2a

The job description should be read alongside the Science Teacher Job Description and the range of professional duties of teachers as set out in Part XII of the Teachers' Pay and Conditions Documents, sections 48-50. The post holder will be expected to undertake duties in line with the professional standards for qualified teachers.

### **Responsibilities**

#### **Leadership and Management**

- To oversee and coordinate the delivery of Biology at KS3, GCSE and AS and A Level.
- To work with the Head of Science in raising standards of student attainment and achievement within Science and in particular Biology, in the monitoring and supporting of student progress.
- Establish short, medium and long term plans for the improvement and resourcing of the subject.
- To assist the Head of Science and support staff in implementing the School's behaviour policy.
- To assist the Headteacher and specialist curriculum area staff with the recruitment and selection of teaching and support staff.
- Develop subject teams and individuals to enhance performance.
- Be committed to managing performance through the School's performance management cycle.
- Plan, delegate and evaluate work carried out by team(s) and individuals.
- Support, challenge and motivate members of the department.
- Create, maintain and enhance effective relationships.

## **Teaching and Learning**

- Act as an outstanding role model to other members of the department.
- Provide guidance on a choice of appropriate teaching and learning methods to meet the needs of all students, personalised learning pathways and the effective management of behaviour.
- Develop and implement systems for recording individual students' progress including appropriate frameworks for marking and assessment for learning.
- Ensure schemes of work are developed appropriately and stored centrally on the school network.
- Monitor and evaluate the quality of teaching and standards of achievement making use of appropriate data, setting targets for improvement.
- To be aware of, and comply with, policies and procedures relating to child protection, health and safety, confidentiality and data protection reporting all concerns to an appropriate person.

## **Monitoring and Assessment**

- To make appropriate use of the School's monitoring and assessment strategies to evaluate staff and students' progress towards the aims and objectives outlined in the targets for the Science Department Improvement Plan.
- To assess students' levels accurately against appropriate standards, in liaison with other appropriate professionals.
- To oversee the recording of students' progress and achievements systematically, providing levels on the range of their work progress and attainment over time to inform planning and implementation of future strategies.
- To liaise with the appropriate professionals on the identification of cohorts of students to engage with appropriate interventions to support their individual progress and attainment.

## **Planning, Development and Coordination**

- Plan for, and update, fieldwork provision in line with tasks set by the examination board at GCSE and A level to reflect yearly changes.
- To plan for the personalisation of students' learning in order to support and extend the progress of every individual.
- To lead and to contribute to, departmental team meetings and events across the curriculum.
- To plan opportunities for students to develop Science skills in out of school contexts.
- To produce long, mid and short term planning to support the development of Biology Department schemes of work, in line with school frameworks.
- To oversee, develop and audit schemes of work in Biology to include other documentation related to the delivery of enterprise and work related learning within the school to support cross curricular delivery and to enable curriculum requirements to be met.

- To contribute to, and to lead, CPD opportunities as part of the planned programme for the school and to promote the sharing of outstanding, useful and interesting practice.

### **Resource Management**

- To work with the Head of Science to allocate resources to support effective learning and teaching across the Biology curriculum.
- Ensure appropriate risk assessments are carried out for the full range of Biology activities, including any field trips and other work related learning activities.

### **Other duties relevant to this post**

- To lead Science Department meetings if required.
- To participate in training (CPD) and other learning activities as required including participation in the school's Performance Management/Appraisal arrangements.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Leadership Team.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Leadership Team as required.

September 2024