



OUR VALUES

We enrich through a broad and varied curriculum

Job Description

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| Job Title: | Head of Biology |
| Job Type: | Teaching |
| Contract type: | Full-Time |
| Location: | Tormead School, Cranley Rd, Guildford GU1 2JD |
| Department: | Biology Department |
| Salary: | Competitive |
| Line Manager: | Director of Science/Deputy Head (Academic) |

Job Summary

Are you an innovative and inspirational Biologist looking for a new challenge as Head of Biology at an exceptional school?

If so, come and join our collaborative team of three Biology teachers at Tormead School from September 2024.

Our ideal leader will demonstrate a proactive approach to leading and teaching this popular and much-loved subject to our pupils. You will be an organised, team player who encourages everyone in the department to perform to their full potential.

The extra-curricular activities in Biology are amongst the most popular in the school and you will continue to develop this area including but not limited to exciting and educational residential field trips in the UK and further afield.

Main Responsibilities

Academic Responsibilities

Department Leadership and Management

- To be an excellent and reflective practitioner and a role model in the teaching of Biology across all key stages.
- To have a demonstrable track record of delivering excellent student outcomes at KS3, KS4 and KS5.
- To stay informed of, and implement accordingly, all changes to policy and curriculum pertaining to the subject.
- To have a strong knowledge of national educational policy, priorities, and initiatives
- To lead members of the department, offering help and guidance where necessary and encouraging their ongoing training and development.
- To observe all members of the department regularly and to provide helpful and constructive feedback.
- Within the department, to insist on high standards of teaching and learning at all times and to provide support and intervention where necessary.
- To hold weekly departmental meetings, making available the minutes of the meeting to the Deputy Head (Academic) and the Head.

- To manage the Departmental budget effectively and to ensure that the Department is appropriately resourced.
- To produce, maintain and regularly update the department handbook, schemes of work, programmes of study, curriculum maps, assessment grids and any other documentation relevant to the role.
- To prepare a detailed analysis of each year's public examination and value-added results.
- To ensure, in timely fashion, perhaps by delegation, the preparation, marking and moderation of all internal examination and assessment papers.
- To conduct the appraisal of members of the department according to the school's appraisal policy and cycle.
- To liaise with the SENCO, ensuring that the needs of all pupils are met
- To communicate with parents and other schools as necessary in relation to the role.
- To work closely with the librarian to promote and foster a love of reading throughout the school.

Reporting and Feedback

- To assess, record and report on the development, progress, and attainment of pupils in Biology across the school.
- To monitor and review the progress of all pupils in the department and keep appropriate and efficient records.
- To identify students who need additional support and arrange strategies and interventions to support their progress academically.
- To prepare honest and supportive written reports and interim grades according to the school's reporting schedule.
- To liaise with the Learning Support Department if a child is thought to have a specific learning need.
- To prepare for and attend parent meetings and other such meetings organised from time to time to promote good relationships and strong reporting lines between the school and the parents.
- To produce, mark and record assessment papers according to the departmental schedule of assessment.

Professional Development

- To attend, participate and contribute positively to weekly staff meetings.
- To attend and engage with regular INSET organised for staff.
- To participate in the school's appraisal system for staff.
- To demonstrate a desire for ongoing personal professional development.
- To contribute actively to in-school training opportunities, peer-observations and other initiatives that promote best practice in teaching and learning.

Extra-curricular

- To promote Biology in an extra-curricular context across the school, ensuring all members of the department play an active role in extra-curricular events and activities.
- To arrange lectures and mentoring to students throughout the year particularly those considering medicine, dentistry, or research at higher level.

- Offering a programme of enrichment for aspirant medics
- To continue to develop Biology competitions across the school.
- Collaborate with the Assistant Head: Co-Curricular to lead and plan school trips, including residential in the UK and further afield, ensuring adherence to the school's Educational Visits policy.
- To regularly review and improve the enrichment provision for Biology.

Other Duties

General

- To work with Admissions and Marketing; to attend Open days and other such events that are organised to promote the school
- To take a full part in the rota of staff duties.
- To attend meetings (Departmental, staff, parent meetings etc.)
- To promote the Ethos of Tormead.

Form Tutor and Pastoral Responsibilities

All full-time staff must be willing to be a Form Tutor and to have responsibility for the academic and pastoral welfare of the children in one of the forms.

- To be the lead pastoral and academic link between pupils, their parents, and the school.
- To have patience, understanding and a genuine interest in pupils' welfare.
- To ensure that pupils know to whom they can talk about their concerns.
- To set clear boundaries for pupil behaviour and to have high expectations of them
- To maintain an orderly Form room environment.
- To encourage kindness, politeness, and good manners at all times.
- From time to time to lead assemblies.
- Use CPOMS and ISAMs to track the achievements and behaviour of pupils.
- To inform relevant staff (e.g., Head of Year) of any pupil concerns.

The post holder may be required to perform any other reasonable tasks commensurate with a teaching post and in line with the school's terms and conditions

Teaching Timetable

Full-time

Person Specification

Essential

Desirable

Education / Qualifications / Training

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| • Qualified Teacher Status | Y | |
| • Teaching Degree or equivalent (BA, BEd, PGCE etc) | Y | |
| • Evidence of commitment to professional development | Y | |
| • Strong ICT skills, particularly Microsoft Excel and Word | Y | |
| • An up-to-date and good working knowledge of GCSE and A Level syllabuses | Y | |
| • Evidence of further professional study/CPD | | Y |
| • Experience of integrating technology with learning | | Y |
| • Experience of leading a subject area | | Y |

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| <ul style="list-style-type: none"> • An ability to innovate and create new approaches to teaching and learning. • Willingness to develop activities supporting the co-curricular life of the school and the subject <p>Personal Attributes</p> <ul style="list-style-type: none"> • Excellent interpersonal skills, empathetic, caring, kind & compassionate. • Reliability and integrity. • Energy and enthusiasm. • Creative and an ‘ideas person’ • A sense of humility and a desire to work with others. • A willingness to go the extra-mile. • An ability to create a positive, inclusive, and inspiring learning environment. • Enthusiasm and willingness to contribute to, and participate in, the wider life of the school. | <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> | |
| Safeguarding | | |
| <ul style="list-style-type: none"> • To promote and safeguard the welfare of children and young persons for whom the Head of Biology is responsible, or with whom he/she encounters, and to adhere to and ensure compliance with Tormead’s Safeguarding Policy at all times. • Be aware of, and comply with, all the school’s policies, and especially the Safeguarding, Whistleblowing, Behaviour, Anti-bullying, Health and Safety, Staff Code of Conduct and Pupil Equality and Diversity policies. • To establish a positive, supportive, and secure culture which promotes in all pupils a sense of being valued, listened to, and respected. • To equip the pupils with the skills they need to stay safe from abuse and radicalisation. <p>If, during carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, any concerns must be reported to the school’s Designated Safeguarding Lead (DSL) in accordance with Tormead’s policies and procedures.</p> | | |