

Head of Biology

Job Description



Post Title: Head of Biology

Responsible To: Head of Science

Grade: TLR 2B

Hours: Full time

As Head of Biology, you will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions document. Details follow below regarding the particular expectations of this post. This role will be reviewed and developed with the postholder.

The post will require you to work in partnership with the Head of Science, SLT Lead, governors, SLT, all science staff and staff to ensure the continuous improvement of the school.

The main expectations of the role are as follows:

GENERAL RESPONSIBILITIES

- Lead the team in Biology. This involves giving a clear vision and direction to work, identifying key areas for improvements and planning appropriate actions to meet them.
- Manage both the people and resources associated with the department.
- Monitor the quality of learning experienced by the department, liaising with Head of Science and other Heads of Science and offering support and guidance where necessary.
- Provide information about, and account for, the department's work and performance to a range of audiences including Head of Science parents and governors

ACADEMIC PROGRESS

- Monitoring the quality of learning experienced by students through discussions with staff and students.
- Monitoring of academic progress in order to secure and sustain effective learning. Using assessment grades, SISRA, reports, data to inform us of both individual student progress, and collective progress across each teaching class and each year group across biology.
- Liaise with key staff regarding all groups of students' achievement in Biology (gender, SEN, student premium, vulnerable) and the level and type of intervention when required.
- Report to Head of Science on progress of students.
- Ensure all schemes of work are robust and effective and meet the needs of all students at all key stages.
- Monitor the regular setting of homework using Firefly.
- Regularly visit lessons for students in Biology. Monitor reports of students and liaise with staff on student's performance.

LEADERSHIP AND MANAGEMENT

- Lead and manage a team of staff and technicians. Head of Biology to provide guidance, training and encouragement to staff. Set the agenda for the Biology department meetings, which should include a development time for them. Staff to be monitored both informally and formally by the Head of Biology to inform the school's appraisal process.
- Ensure that examination administration is carried out and that all students are prepared for external and internal exams
- Providing a link for parents, HOYs, tutors, teachers, HODs, SLT and external agencies
- Monitor student behaviour, attendance and achievement using SIMS and in consultation with key staff decide on appropriate, sanction, intervention and reward where appropriate.

Headteacher: **Dr R P Petrie BSc PhD**
Castlegate Drive, Cockermouth, Cumbria, CA13 9HF

- The Head of Biology will oversee students on report, and make contact with parents when necessary.
- Use the schools rewards system to promote student achievement and self-esteem.

ADMINISTRATION

- Organise a framework for admin tasks. This includes both day to day administrative tasks (signing reports, checking absences) and Biology specific tasks (preparation for exams, options, UCAS, self-monitoring of achievements). To ensure that staff have access to all relevant materials in order to carry out these tasks.
- Have an involvement in policy development and decision making across the school.

CONTINUING PROFESSIONAL DEVELOPMENT

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with developments related to school efficiency, which may lead to improvements in the day to day running of the school.
- Undertake any professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

HEALTH and SAFETY

- Ensure that risk assessments are carried out in line with the school Health and Safety policy
- Ensure that the Biology team are aware of Health and Safety issues including the need to report to the Site Manager all health and safety problems, accidents, and “near misses”.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare

SAFEGUARDING

- To be accountable for promoting and safeguarding the welfare of students

March 2019