



THE  
**KINGSLEY**  
SCHOOL

## Information for Applicants

Head of Biology

To start September 2026



# A Message from the Headteacher

Hello and welcome to the Kingsley School – a caring and high-achieving learning community. It is a very exciting time to be part of our school as we further develop our facilities, ways of learning inside and beyond the classroom, and have welcomed our first boys into Year 7 this academic year.

We are proud of our academic achievements – our small class sizes throughout the school enable each child to progress at their own speed, with the support and challenge of exceptionally well qualified and dedicated teachers.

However, there is so much more to a Kingsley education. We want our students to experience the excitement of discovering that they can achieve more than they thought possible; we encourage them to embrace new opportunities and challenge and support them in developing resilience and determination. We celebrate planting a tree at Forest School as warmly as top grades and a beautiful painting as enthusiastically as gaining a place at a prestigious university.

We are a warm and supportive community. If you were to ask a member of staff, student or parent what they love about Kingsley, I can guarantee that our spirit of community will play a major role in their response. We believe in respect, kindness and caring. Our students really are at the heart of all we do, and we go the extra mile to ensure that every child is seen, heard, and known, and has a strong sense of belonging.

The Kingsley School is a happy and thriving place with a unique identity and spirit. It's also a rewarding place to work with passionate and dedicated staff who share the same belief and vision that every child can flourish.

Thank you for your interest, and I look forward to meeting you.

**Dr Sarah Howling**  
Headteacher



# The School

A leading independent day school in Leamington Spa, the Kingsley School educates girls and boys aged 3 to 18. Founded by the determination of Rose Kingsley, daughter of Victorian author Charles Kingsley, the School began life in 1884 as Leamington High School before becoming The Kingsley School to celebrate Rose Kingsley's contribution to Leamington in 1949.

## The Kingsley Way

The Kingsley Way is what makes us distinctive and special. It includes our four core values and our holistic approach to education consisting of four strategic educational pillars.

### Our values

- We act with **kindness**
- We aim for **excellence**
- We create **opportunities**
- We build **community**

### Our educational pillars

#### Academic Education

*Inspiring excellence in all areas of learning, teaching, and student achievement*

Academic Education offers exceptional learning opportunities with our 4D Curriculum in the Prep School and over 30 exciting subjects in the Senior School, personalised pathways, and research-based teaching and learning. This all leads to excellent academic outcomes, ensuring our students are well-qualified and well-equipped for the future.

#### Positive Education

*Locating wellbeing at the heart of our school*

Positive Education brings the science of positive psychology to our Kingsley community. It focuses on specific skills that support girls and boys to build positive emotions, grow resilience, strengthen relationships, optimise strengths, promote mindfulness, and encourage a healthy lifestyle – underpinned by world-class pastoral care.



### **Discovery Education**

*Facilitating experiential learning beyond the classroom*

Discovery Education helps our boys and girls develop confidence in practical ways, promoting independence, compassion, leadership, and resilience. Our education extends far beyond the classroom door and our students are constantly exposed to new ideas, activities, and opportunities. As the only Round Square school in the region and as part of Warwick Schools Foundation, Kingsley girls and boys benefit from extensive opportunities for collaboration, creativity, and growth. Whether it's through our world-class music programme, Duke of Edinburgh, or Friday afternoon activities, students are constantly given the chance to discover new things to complement their classroom learning.

### **Future-focused Education**

*Cultivating the skills, knowledge, and confidence to create the future*

Future-focused Education teaches the knowledge, skills and attitudes needed to thrive and make an impact on the world now and in the future. It moves away from the silos of knowledge and exam-based, standardised learning to an education that ensures our students are equipped with the skills and belief to change the world. Our exciting partnership with 8BillionIdeas alongside our own bespoke curriculum, together with the many opportunities we have being part of Warwick Schools Foundation, ensures our students have the skills and confidence to create their future and be a force for good in the world.

Underpinning our four strategic educational pillars is our commitment to coaching with empowering conversations that foster wellbeing, growth, and performance.

[www.thekingsleyschool.co.uk](http://www.thekingsleyschool.co.uk)

Warwick  
Schools  
Foundation



Warwick Schools Foundation comprises: King's High with Warwick Preparatory School, Warwick School with Warwick Junior School, and The Kingsley School. The Foundation is unique in the Midlands, offering co-education for our pupils aged 3 to 7, and then either single-sex education from age 7 onwards at our Warwick campus or co-education at the Kingsley School. This offers the best of both worlds for our pupils: teaching specifically tailored to their needs with extensive opportunities to collaborate outside the classroom.



# Why teach at The Kingsley School?

Staff come from a variety of teaching backgrounds, and all find their place at Warwick School.



**Becky Forde**

Head of English and Year 7

*“Working at Kingsley is a privilege. The staff, pupils and wider community make the school a very special place to be. Our pupils are kind, courteous and eager to learn. We all work together to create a positive and purposeful learning environment where everybody is listened to, and nobody gets left behind.”*



**Aderyn Rigney**

Teacher of PE and Sport

*“I was warmly embraced by both staff and pupils when I started. It has been a lovely experience to be able to work with every pupil in the school, fostering an understanding of all pupils as individuals. The collaborative spirit amongst staff is wonderful, contributing to a vibrant community atmosphere. Additionally I feel fully supported in my teaching experience, endeavours and professional development, which has greatly enhanced my experience at the school.”*

**Ed Lax**

Head of Art

*“Kingsley is a close-knit family that values creativity and fosters kindness, empathy and genuine connections between staff and students. After 13 years working at the school, I enjoy more than ever teaching in a community where students feel inspired and empowered to learn and strive to reach their full potential regardless of their ability.”*



**Tom Spillane**

Assistant Head

*“The school offers amazing opportunities for staff, as well as students, with international trips, development prospects, and responsibilities. There is a real sense of togetherness and community within the school body that helps Kingsley reach heights well above the standard.”*



# The Role

If you are someone who wants to inspire and excite young minds through outstanding teaching, by developing a culture of positivity and as a result instilling children with the confidence to take on the future, then we want to hear from you. Bring your skills as a Head of Biology to our exciting, innovative and vibrant school.

## Hours of Work

Advertising the position on a part-time basis of more than 0.6 contract with the ability to appoint up to 0.75 contract, depending on the successful candidate

## Pay Banding

The Warwick Schools Foundation has its own salary scale and salary will be Determined according to qualifications and experience.

## Location

The Kinglsey School, Leamington Campus

## Start Date

September 2026

## Reporting Lines

The post holder will report to the Deputy Head, Academic.



# Job Description

The Foundation considers this document a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

## As Head of Department

- Provide clear academic leadership and strategic direction for the Biology department, promoting intellectual curiosity, academic rigour and a love of the subject across all key stages.
- Manage all aspects of the teaching and learning process in the Department, within the overall aims of the school.
- Support members of the Department in all appropriate ways.
- Lead and contribute to the well-being and development of the school.
- Make a positive contribution to the pastoral life of the school, including serving as a form tutor where required and supporting pupils’ personal development.
- Ensure that the department adheres to and develops the school’s policies and development plans regarding digitally enabled learning.

## Curriculum

- Develop and lead a rich programme of subject enrichment, including lectures, visits, reading programmes, competitions and other opportunities that extend learning beyond the classroom.
- Plan, implement and review schemes of work within the framework of the National Curriculum, where appropriate.
- Represent the department in all matters within school relating to the curriculum.
- Implement cross curricular and other school policies currently in force.

## Co-Curricular

- Organise and resource the department's contribution to the school's co-curricular programme

## Assessment and Monitoring

- Take overall responsibility for public examination outcomes in the department and implement strategies to support underachievement, stretch high-attaining pupils and maintain high academic standards.
- Organise arrangements for teaching, testing, and reporting.
- Organise the systematic monitoring of the quality of teaching and learning through observation of lessons, monitoring of pupils’ work and debate about good practice.
- Analyse internal and external examination and pupil targeting data to help guide departmental target setting and forward planning.



# Job Description

## **Policies and Planning**

- Produce and maintain a detailed departmental handbook, carrying forward school aims and policies.
- Identify realistic and challenging targets for improvement.
- Develop departmental forward plans in the context of whole school policies.
- Identify resourcing needs.

## **Staff Management**

- Identify in-service training needs and opportunities; provide appropriate support for experienced and inexperienced teachers, and those with identified weaknesses.
- Induct and train staff in the department, participate in appraisal arrangements, and where appropriate supervise trainees, newly qualified teachers, and support tutors.
- Hold regular departmental meetings, which enable all staff to contribute to planning and policy making and ensure that records of such meetings are kept and distributed accordingly.
- Allocate teaching groups to staff.
- Allocate additional responsibilities effectively and equitably within the department.
- Advise the Head about recruiting, advertising and appointing new staff.
- Supply references for members of the department as required.

## **Liaison**

- Organise GCSE, A Level and other examination entries with the examination officer.
- Liaise with other departments in the school; Senior Leaders in all matters concerned with the timetable, curriculum and internal examinations, pastoral care, staff issues, and targets and standards concerning pupil tracking and raising academic standards; the Pastoral Support team regarding individual pupil learning and behaviour.
- Liaise with parents regarding departmental issues, external organisations as appropriate.
- Arrange for the department to be represented in meetings with other schools within the Foundation.

## **Resource Management**

- Assess the resourcing needs of the department and produce an annual budget bid.
- Keep the department within the agreed budget.



# Job Description

- Ensure that the stock and equipment are readily available and used economically.
- Advise the librarians on the purchase of specialist books for the library.

## Publicity

- Liaise with the marketing team to promote and publicise the work and achievements of the department.

## As a member of Teaching staff

- Lead by example as an excellent classroom practitioner, teaching Biology across the relevant age range and modelling highly effective, engaging and intellectually demanding lessons.
- Plan work in accordance with the department's scheme of work.
- Liaise with relevant colleagues on the planning of work for collaborative delivery.
- Take account prior levels of attainment and use them to set targets for future improvement
- Adapt teaching effectively to meet the needs of all pupils in the classroom
- Contribute to the co-curricular and extra-curricular aspects of the school.
- Ensure that the use of ICT is proportional, appropriate and effective in terms of improving teaching and learning, including harnessing the opportunities for adaptive teaching

## Additional duties

- Uphold the School's safeguarding policies and procedures and promote the welfare of children at all times. Maintain the highest professional standards in line with school expectations. The post holder must comply with the Data Protection Act 1988, the Computer Misuse Act 1990 and all other policies operating at the school.
- To report any Health & Safety problems to the Health & Safety Manager.

## Health and Safety

As an employee you are expected:

1. To take reasonable care of your own health and safety.
2. To take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do during your work.
3. To co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies.
4. Not to interfere with or misuse anything that's been provided for your health, safety, or welfare.
5. To report any injuries, strains, or illnesses you suffer as a result of doing your job.
6. To tell your employer if something happens that might affect your ability to work (e.g., becoming pregnant or suffering an injury).
7. If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy.



# Further Details

**The Employer** is Warwick Schools Foundation.

## Salary

The Warwick Schools Foundation has its own salary scale and salary will be determined according to qualifications and experience.

## Pension

Successful candidates will be automatically enrolled into the Teachers' Pension Scheme.

## Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS). These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

## Equality, Diversity, and Inclusion

Warwick Schools Foundation is committed to promoting equality of opportunity for all pupils and staff, both current and prospective, and in this position, you will actively support an environment and culture that values diversity and inclusion.

## Appointment Method

Interview and lesson observation.

## The Application Form

Candidates should complete the Application form and a Cover letter which addresses the competencies outlined in the job description and person specification.

Completed applications should be submitted to [hr@warwickschools.co.uk](mailto:hr@warwickschools.co.uk)

If you would like to have an initial discussion about the post, please contact Gina McIlwraith – Executive Assistant and Operations Manager, on 01926 425127 or on [g.mcilwraith@warwickschools.co.uk](mailto:g.mcilwraith@warwickschools.co.uk)



## Appointment Timetable

### Appointment Timetable

Deadline for submissions

Closing date: 12 noon on Friday 15 May 2026

Interview date: Tuesday 19 May 2026



# Benefits for Staff



THE  
**KINGSLEY**  
SCHOOL



Staff Fee  
remission at  
The Kingsley  
School



Lunch and  
refreshments  
provided during  
the working  
day



A virtual  
GP and Physio  
service



Access to a  
wide range of  
retail discounts



Salary sacrifice  
schemes



A strong,  
supportive staff  
community



Employee  
Assistance  
Programme



# Person Specification

	Essential	Desirable	Method of assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Graduate in a relevant subject</li> <li>QTS</li> </ul>	<ul style="list-style-type: none"> <li>Additional relevant qualifications at a high level</li> </ul>	<ul style="list-style-type: none"> <li>Contents of the Application Form</li> <li>Copies of qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Outstanding classroom practitioner</li> <li>Detailed knowledge of ICT applications including advanced expertise in Microsoft Excel.</li> </ul>	<ul style="list-style-type: none"> <li>Experience working with ICT database systems</li> <li>Background of teaching with demonstrable success.</li> <li>Teaching at all levels to A level.</li> </ul>	<ul style="list-style-type: none"> <li>Contents of the Application Form</li> <li>Interview</li> <li>Professional references</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to communicate effectively, in clear English, with colleagues, pupils and parents, including in written reports.</li> <li>Effective relationship building strategies</li> <li>Responsive teaching</li> <li>Ability to prioritise and make decisions.</li> <li>Excellent time management and organisational skills</li> <li>Outstanding use of ICT in the classroom and to develop resources.</li> </ul>		<ul style="list-style-type: none"> <li>Contents of the Application Form</li> <li>Interview</li> <li>Professional references</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Genuine interest in the craft of teaching and knowledgeable about teaching and learning</li> <li>Subject knowledge of the highest order</li> <li>Understanding of cognitive science principles</li> <li>Awareness of metacognition and self-regulated learning</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of how to use Assessment for Learning to develop pupils into independent learners.</li> <li>Up to date knowledge of ISI requirements for subject departments</li> </ul>	<ul style="list-style-type: none"> <li>Contents of the Application Form</li> <li>Interview</li> <li>Lesson</li> <li>Professional references</li> </ul>



	Essential	Desirable	Method of assessment
<b>Personal competencies and qualities</b>	<p>A wholly professional attitude to include:</p> <ul style="list-style-type: none"> <li>• Commitment to high standards and achievement and to raising these standards.</li> <li>• Commitment to own professional development</li> <li>• Support for school aims and policies.</li> <li>• Ability to cope with pressure/workload.</li> <li>• Tact and discretion, loyalty, flexibility</li> <li>• Adaptability, confident and dependable</li> <li>• Soundness of judgement</li> <li>• Time management</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate being articulate, presentable, co-operative, reliable, responsive with a “can do” attitude with good communication skills at all levels.</li> <li>• Creates good rapport with staff, parents, and pupils.</li> <li>• Ability to prioritise.</li> <li>• Ability to organise self and work independently.</li> <li>• Ability to listen.</li> <li>• Ability to work in a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• Lesson</li> <li>• Professional references</li> </ul>
<b>Safeguarding Children, Young People and Vulnerable Adults</b>	<ul style="list-style-type: none"> <li>• A commitment to the safeguarding and well-being of children and young people at the school, in accordance with school’s policies</li> <li>• A willingness to adhere to the school’s policy on safeguarding and to undertake training as required</li> </ul>		<ul style="list-style-type: none"> <li>• Contents of the Application Form</li> <li>• Interview</li> <li>• Professional references</li> <li>• Successful DBS Clearance</li> </ul>
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Understanding of the requirements of Equality and Diversity</li> </ul>		





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