

Head of Biology

Responsible to:	Head of Faculty
Responsible for:	Staff within own subject area
Contract Type	Full time (job share proposals will be considered)
Teaching commitment:	41 hours per fortnight
Pay Scale / TLR	TLR 2B

Leadership and Management

- Overall responsibility for the leadership, organisation, development, monitoring and evaluation of all aspects of the subject area's work.
- Day to day oversight of the subject area.
- Responsible for PP and SEND provision within the subject area, including the quality of education and student progress / attainment.
- Responsible for High Achieving Student provision within the subject area, including quality of education and student progress / attainment.
- Organising appropriate intervention and enrichment opportunities, within the subject area, to help accelerate progress and raise student attainment and engagement.
- Deputising for the Deputy Head of Faculty where necessary.

Curriculum and Assessment

- Ensuring that all students receive a high quality of education across the department, appropriate to their needs and in line with the school's agreed curriculum principles
- Ensuring accurate data analysis in own subject area.
- Supporting the Head of Faculty in ensuring that all students' progress, within the department, is assessed, recorded and reported on in line with whole school policy.
- Supporting the Head of Faculty in ensuring that students are prepared and entered for appropriate examinations within the department.
- Supporting the Head of Faculty in ensuring that the faculty makes an important contribution to aspects of whole curriculum review and development.

Personnel

- Leading and encouraging effective team work in the department by organising regular meetings and providing advice and support.
- Conducting drop ins, learning walks, observations and deep dives.
- Conducting appraisals in line with whole school policy.
- Facilitating the professional development of subject teachers and support staff in the department by providing / arranging relevant training.
- Holding departmental staff to account for delivering the highest quality of provision and for sustaining improvement in student outcomes.
- Working alongside other school leaders to help create a strong community of learners.
- Ensuring departmental specific mentoring and coaching is in place across the department to supervise and support ECTs.

Extra-Curricular

- Supporting the Head of Faculty with the introduction, promotion and development of extra-curricular activities that stretch, challenge and inspire students and accommodate all levels of ability.
- Supporting the Head of Faculty in developing strong links with parents and the local community through, for example, activities with link primary schools.

Site Management

- Ensuring that the department provides an attractive and stimulating learning environment by maintaining its good standard of accommodation, equipment and display.
- Ensuring that displays within the department are varied and regularly updated or changed.
- Ensuring that staff and students respect and care for the area by promoting a caring ethos and implementing appropriate strategies for resource/area management.
- Liaising with the Facilities Manager to ensure that facilities and equipment are properly maintained.

Pastoral Responsibilities

- Ensuring that a caring and well-disciplined learning and social environment is maintained within the faculty.
- Ensuring the department uses the system of rewards and sanctions outlined in the school behaviour policy effectively.
- Liaising with guidance team leaders with regard to issues of student welfare and behaviour and provide specific support to students where necessary.
- As a tutor, supporting and monitoring the social and academic development of the tutor group and contribute to the development of the Success For Life programme as required.
- Attending and assisting with the organisation of appropriate parents' evenings, open evenings and transition evenings.

Whole school responsibilities

- Undertaking the main professional duties of a teacher and school leader as set out in pay and conditions of service.
- Representing the views, concerns and interests of the department at meetings and other forums as required.
- Supporting the school's CHARACTER values, ethos and policies, and to ensure that school policies are applied correctly and consistently by all members of the department.
- Responding to all requests for information by SLT and others in a timely manner.
- Liaising with parents, governors and other external agencies as appropriate.
- Undertaking any other reasonable duties as determined by the SLT line manager or Headteacher.

Denefield is committed to safeguarding, safer recruitment and promoting the welfare of students and expects all staff and volunteers to share this commitment.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post. This job description may be subject to amendment in order to meet the changing needs of the school, following appropriate consultation.