



GOSFORD HILL SCHOOL

JOB DESCRIPTION - Assistant Subject Leader - Biology

Job details

Post Title:	Assistant Subject Leader - Biology
TLR:	TLR2 (1) £3527
Start Date:	September 2026
Accountable to:	Headteacher
Line Managed by:	Subject Leader (Core)
Responsible for:	Biology

JOB PURPOSE

The assistant subject leader will take lead responsibility for an identified area (see 'responsible for' row in table above) to assist the subject leader of Biology in the leadership and management of the subject in securing:

- An ambitious, inclusive and rigorous curriculum, in line with the school curriculum vision and aims
- High-quality teaching
- Effective use of resources
- Improved standards of learning and achievement for all

Duties and responsibilities

Strategic direction

- Assisting the faculty leader with the leadership and management of the subject.
- Develop and implement policies for the area of responsibility in Biology in line with our school's commitment to high-quality teaching and learning
- Promote the subject, its importance, and the value that it brings across the school
- Have a good understanding of how well the subject is being delivered in the area of responsibility and the impact it has on pupil achievement
- Use this understanding to feed into the subject (Monitoring Impact, Planning Change) documents
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of the subject
- With the subject leader, consult pupils, parents and staff about the subject and its effectiveness, and assess the feedback against the school's values, visions and aims



- Work with the special educational needs co-ordinator (SENCO) to ensure the curriculum in the area of responsibility is ambitious for, and meets the needs of, different pupils such as disadvantaged pupils and those with special educational needs and/or disabilities (SEND)
- Work with pastoral teams to promote high standards of behaviour and high attendance to lessons
- Promote careers education through the subject and ensure that teaching and learning illustrates how the subject might lead to career opportunities
- With the subject leader, use additional staff in the subject area to ensure there is a framework for deployments and that teaching assistants are deployed effectively
- If relevant to the area of responsibility, liaise with our feeder primary schools on the transition of the subject to secondary school to ensure that progression is built into the curriculum
- Liaise with the River Learning Trust within subject groups on subject-related events, projects and activities
- Ensure that all health and safety requirements are adhered to

Leading the curriculum

- With the subject leader, develop and review regularly the vision, aims and purpose for the subject area
- Oversee the planning of the curriculum content, ensuring it has a clear rationale, is appropriately challenging and is well sequenced to promote pupil progress
- Ensure the planned curriculum is effectively and consistently implemented across the school
- Make sure there is an effective system of assessment that oversees the progress of pupils to ensure the curriculum has a positive impact on pupils' learning
- Where applicable, support non specialists in the delivery of the subject curriculum
- Have an overarching responsibility for pupils' achievement and standards in the area of responsibility within the subject

Leading and managing staff

- With the subject leader, help to establish an effective team and communicate clearly to keep staff informed on any developments or other key information in relation to the subject or whole school.
- Provide support to staff regarding teaching and learning, resources, and planning in the subject area
- Monitor teaching and learning by visiting lessons, scrutinising books, and talking with pupils to assess how well the subject area is being implemented and how well it is delivered across the school
- Provide feedback to subject team staff through the school Reflective Teacher Programme and individual Teacher Action Plans to identify training needs and provide continuing professional development (CPD) in the subject area
- Liaise effectively with exam boards to ensure that teachers understand and are familiar with the syllabuses that are being delivered



- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- Take responsibility for performance management for the subject team, appraising staff in line with the school's appraisal policy
- Contribute to timetabling
- Ensure that suitable work is available in the case of staff absence.
- Ensure that members of the subject team are aware of their obligations in relation to duties and the supervision of detentions and homework catch up sessions.

Efficient and effective deployment of resources

- Provide support with textbooks and library books in the subject area
- Create a safe, welcoming environment and take care of the classroom accommodation, ensuring classroom displays are stimulating, of high quality, inspire curiosity in pupils and include required whole school information
- Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs
- Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to pupils learning from home due to coronavirus
- Plan any educational visits that are either required by or that would enhance the subject's curriculum.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the careers leader will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Last updated: May 2024

Signed :.....

Date ;.....

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder. The performance of all the duties and responsibilities shown overleaf will be under the reasonable direction of the Headteacher; and the Headteacher or other Senior Leader if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duress of the post. This job description will be reviewed bi-annually and any changes will be subject to consultation.