

WORK WITH US AT FRAMLINGHAM COLLEGE

# Recruitment Pack



## Teacher of Biology

Employment Status	Full Time • Permanent
Employment Location	Framlingham College Senior School
Closing Date for Applications	Midday Friday 19 <sup>th</sup> June 2026
Interviews Week Commencing	w/c 22 <sup>nd</sup> June 2026

### IMPORTANT INFORMATION

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

[framlinghamcollege.co.uk/employment](https://framlinghamcollege.co.uk/employment)

Framlingham  
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



## Welcome from the Principal

Dear Applicant,

Thank you for your interest in the position of Teacher of Biology at Framlingham College.

Framlingham College is a co-educational boarding and day school which comprises the Prep School, in the beautiful surroundings of Brandeston Hall, and the Senior School which is set in stunning surroundings in the market town of Framlingham. Curiosity and inquiry are at the heart of a vibrant learning culture and at Framlingham College we believe that every child should experience the joy that is to be found in learning. A Framlingham College education aims to nurture essential skills and habits – adaptability, teamwork and good decision-making for example – by weaving them into the curriculum. We are determined to prepare our young people for their adult world.

We are seeking to appoint an outstanding and dynamic Teacher of Biology from January 2027. The Biology Department is highly ambitious and outward-looking, hosting an annual Biology Conference that brings together six schools alongside representatives from universities, research institutions and scientific organisations, providing exceptional opportunities for collaboration and enrichment. There is also a strong focus upon providing high quality teaching and learning within the department, as reflected in strong recent results, and the successful candidate will have a proven track record of excellent teaching at GCSE and A level. The ability to teach a second science subject to GCSE will be an advantage. This role should provide an exciting opportunity for the right candidate to work in a fine department in a forward-looking, dynamic and inspirational environment.

A willingness to make a full contribution to life in this busy boarding school is essential. We will offer you extensive ongoing CPD opportunities and a highly supportive working environment as well as a range of other staff benefits.

We welcome all applications especially from independent thinkers, creative minds and inspirational teachers and very much look forward to receiving your application. Early applications are encouraged as we reserve the right to appoint before the closing date.

Application forms are to be submitted through my new term which can be found on our Framlingham College website alongside the recruitment packs. If you have any questions, please don't hesitate to contact us via [hr@framlinghamcollege.co.uk](mailto:hr@framlinghamcollege.co.uk).

Louise North  
**PRINCIPAL, FRAMLINGHAM COLLEGE**

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## How to Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit your completed application form via MyNewTerm. CVs will not be accepted in place of a completed application form in the absence of good reason. CVs may be submitted in addition to the application form to provide further background information.

Applications shall be received no later than Midday Friday 19th June 2026. You will be notified of an exact interview date if you are shortlisted for interview.

Please send your cover letter and completed application form to: The HR Department, **Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY.** You can also email your application to: **[hr@framlinghamcollege.co.uk](mailto:hr@framlinghamcollege.co.uk)**

All information within your application will be treated confidentially.

### References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

# Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Legal & General;
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre;
- Christmas Shutdown.

# Job Information

## Reports To

Head of Science

## Job Location

Framlingham College Senior School

# Job Description

## JOB PURPOSE

Application forms are to be submitted through my new term which can be found on our Framlingham College website alongside the recruitment packs. If you have any questions, please don't hesitate to contact us via [hr@framlinghamcollege.co.uk](mailto:hr@framlinghamcollege.co.uk).

## KEY RESPONSIBILITIES

### Major Duties of Subject Teacher

- Delivery of Biology across the 13-18 age range (Years 9 to 13), including preparation of pupils for GCSE and A Level.
- There could be the opportunity to teach another Science to GCSE and/or A Level.
- Demonstrate an enthusiasm for the subject which will inspire pupil progress.
- Promote a passion for Biology beyond the classroom, inspiring pupils to engage with the breadth of the subject through enrichment activities, scientific events, competitions, lectures, fieldwork and wider departmental initiatives.
- Planning and preparation of Biology lessons.
- All staff are expected to make a meaningful contribution to the co-curricular life of the College.
- Support the stated aims of the College as given in the College's strategic plan.
- Operate within the context of a full boarding school.
- To carry out a share of College duties and extra-curricular activities, including Games where appropriate.

## Teaching & Learning

- To manage pupil learning through effective teaching in accordance with the Department's schemes of work and policies.
- To ensure continuity, progression and cohesiveness in all teaching.
- To use a variety of methods and approaches which differentiate and stimulate to match curricular objectives, and the range of pupil needs and ensure equal opportunity for all pupils.
- To set Prep regularly, (in accordance with the College Prep Policy), to consolidate and extend learning and to encourage pupils to take responsibility for their own learning.
- To work with Academic Support staff and other support staff.
- To work effectively as a member of the department team to improve the quality of teaching and learning.
- To set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement.
- To use positive management of behaviour in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem.
- To support individual pupils and groups of pupils through attendance of such events as recitals, concerts, plays and major extra-curricular events.
- To attend special College events as reasonably directed by the Head including whole College and House assemblies.



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### **Monitoring, Assessment, Recording, Reporting and Accountability**

- To be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge.
- To assess pupils' work frequently in line with departmental and College policy and use the results to inform future planning, teaching and curricular development.
- To be familiar with College assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents.
- To monitor unexplained absences or patterns of absence which should be reported immediately to tutorial staff.

### **Subject Knowledge & Understanding**

- To keep up to date with research and developments in pedagogy and the subject area.

### **Professional Standards & Development**

- To be a role model to pupils through personal presentation, dress and professional conduct.
- To arrive in class, on or before the start of the lesson, and to begin and end lessons on time.
- To cover for absent colleagues as required and to assist with examination invigilation as requested.
- To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work.
- To be familiar with the College and Department handbooks and support all the College's policies.
- To establish effective working relationships with professional colleagues and associate staff.
- To strive for personal and professional development through active involvement in the College's appraisal system and performance management procedures.
- To liaise effectively with parents and with other agencies with responsibility for pupils' education and welfare.
- To undertake any reasonable task as directed by the Head of Department and Senior Leadership.
- To be familiar with and implement the relevant requirements of the current SEN Code of Practice.
- To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who:
  - have SEND;
  - are Gifted and Talented;
  - are not yet fluent in English.
- N.B: Every subject teacher will be expected to undertake tutorial responsibilities.

### **Conditions of Service:**

- The job location will be Framlingham College Senior School.
- Salary will be paid at the appropriate point of the Framlingham College Academic Pay Scale.
- Framlingham Pension Scheme.
- The position is subject to a probationary period.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If in the course of 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 they must report any concerns to the school's Designated Safeguarding Lead.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

# Person Specification

E = Essential • D = Desirable

## QUALIFICATIONS

Qualifications relevant to the post	E
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## PROFESSIONAL COMPETENCIES AND SKILLS

Possessing excellent and effective classroom management skills	E
Ability to teach Biology to GCSE and A Level	E
Ability to teach another Science to GCSE	D
A high level of IT Literacy	E
Relevant and recent INSET	E
Knowledge of current curriculum developments	D
An inspirational teacher	E
Commitment to inspiring pupils through engaging teaching and wider enrichment opportunities, including lectures, competitions, fieldwork and scientific events	E

## PROFESSIONAL EXPERIENCE

Understanding of importance of maintaining appropriate documentation	E
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**PERSONAL ATTRIBUTES**

A passion for teaching	<b>E</b>
A genuine passion for Biology and the ability to inspire pupils through the breadth of the subject, both within and beyond the classroom	<b>E</b>
Good interpersonal skills	<b>E</b>
Ability to lead, motivate and manage others	<b>E</b>
Effective organisational and management skills	<b>E</b>
Ability to prioritise, plan, monitor and evaluate	<b>E</b>
Enthusiasm for being involved in the life of a busy boarding school	<b>E</b>
Motivation to take the subject and department forward and to introduce initiatives	<b>E</b>

**SAFEGUARDING CHILDREN**

Awareness of safeguarding issues	<b>E</b>
Knowledge of safeguarding children legislation and good practice	<b>D</b>

## Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

## About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.

