

Job description

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:	Teacher of Biology
Reporting to:	Head of Biology
Department Overview	<p>The Biology Department currently consists of five members of staff, including the Head of Department and Assistant Head. Teaching staff are supported by a highly efficient Biology Technician.</p> <p>The successful candidate will join this dynamic team in a suite of three Biology Laboratories and will involve teaching Biology to girls from Key Stage 3 to A level. There may also be an opportunity to teach our Year 6 Pupils. The results in Biology at both GCSE and A level are consistently excellent with the majority of girls gaining top grades. Uptake of Biology in the Sixth Form is always amongst the highest in the School and many of the girls leave to study Medicine, Dentistry, Veterinary Science or Biological Sciences at University.</p> <p>The Department is extremely well equipped. Each of the two Biology Laboratories and the Junior Science Laboratory has an overhead projector, video and DVD player, digital projector and computer facilities. A library of videos and DVDs and textbooks supports the teaching. The laboratories are linked by a large central Prep Room; there is a spacious plant and Pets Club and a well-resourced Departmental Office.</p>
Role Overview	The role of Teacher of Biology is available from September 2019. The post holder will play an active role in our extra-curricular programme and will be instrumental in promoting the Department to both pupils and prospective pupils.
Main duties and responsibilities:	<ol style="list-style-type: none"> 1. To deliver to pupils enthusiastic and expert teaching in Biology, ensuring the use of varied and innovative techniques, differentiation and academic rigour in the various year groups, including teaching Years 12 and 13 following the AQA specification 2. To use a variety of teaching methods to suit pupils' individual learning needs and to match approach to content; selecting appropriate learning resources and develop study skills through library, ICT and other sources, embracing the use of new technology 3. To encourage achievement and academic rigour, undertake regular and consistent assessment of the girls' progress, in line with departmental policy, and communicate with parents both orally and in written reports, according to school policy 4. To plan and deliver a small number of additional revision sessions for students

5. To lead by example. To be punctual for lessons and monitor pupils' punctuality and attendance; to ensure that behaviour and actions do not place pupils or teachers at risk or harm or at risk of allegations of harm to a pupil; act as a positive role model and in a professional manner at all times
6. To keep up to date with developments in the subject and new teaching methods and implement those in the classroom when appropriate, making full use of available facilities to include the regular use of peer observations
7. To monitor the performance of individual girls in each class taught with respect to performance indicators
8. To ensure work is differentiated to take into consideration differences in ability, aptitude and learning style of all girls in each class taught
9. To contribute to the pastoral care of pupils, in the role of Form Tutor/Shadow Form Tutor, developing good working relationships with the pupils and overseeing their well-being
10. To liaise and communicate effectively, as necessary, with Form Tutors and Heads of Year
11. To be prepared to deliver topics covered in form time and in the PSHCE programme
12. To be prepared to do duties and cover which may reasonably be required and to attend meetings at school and departmental level, related to the curriculum or organisation of the school
13. To contribute to the extra-curricular life of the school as defined below
14. To organise and attend trips relevant to curriculum areas, ensuring these are managed through the relevant system and within budget requirements
15. To assess, monitor and report in line with School policy and requirements
16. To attend Parents' Evenings to ensure that appointments keep to time and meet the needs of the parents
17. To maintain good order among the pupils and safeguard their health, safety and welfare in accordance with school policy, both on the school premises and on school activities elsewhere
18. To become familiar with, and follow, all school policies
19. To ensure awareness of what is happening in and around the school; checking and responding, where necessary, to school emails at least once every school day
20. To improve IT skills to benefit teaching and your own development, attending IT training courses in order to maximise effective use of all school systems

Extra- Curricular Activities

21. To make an active contribution to the extracurricular life of the school. These roles will be defined and agreed on appointment
22. To devise, deliver and evaluate an extra-curricular programme to enhance and inform work undertaken within the curriculum, for example, trips, conferences and guest speakers
23. To ensure that cross-curricular themes and skills are included in schemes of work
24. To contribute to the outreach programme of the school such as the Saturday morning SHINE sessions
25. To support and work with the Head of Biology and the Biology Technician in managing and running Pets Club
26. To assist in the delivery of Science Taster Sessions for prospective Year 6 pupils

Person Specification			
	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> • A good honours degree • PGCE (Secondary) in Biology or equivalent • A Level in Biology 	<ul style="list-style-type: none"> • First class or Upper Second-Class honours degree 	<ul style="list-style-type: none"> • Production of the Applicant's original certificates
Experience	<ul style="list-style-type: none"> • Experience of teaching pupils in the relevant age range • Working as part of a team • Experience of delivering an extra-curricular programme 	<ul style="list-style-type: none"> • Evidence of contributing to extra-curricular work of the department • Teaching and pastoral experience beyond PGCE • Experience of teaching high ability pupils up to and including A-level 	<ul style="list-style-type: none"> • Contents of the application form. Evidence of results achieved • Interview • Professional references
Skills and Knowledge	<ul style="list-style-type: none"> • Excellent subject knowledge • An ability to deliver creative and engaging lessons • Up to date knowledge of child welfare issues • Excellent classroom management • Excellent organisational skills • Excellent command of English both spoken and written • Excellent interpersonal skills • ICT literacy 	<ul style="list-style-type: none"> • Ability to use pupil tracking data • Experience and/or awareness of the particular requirements of teaching in a single- sex girls' school. 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references

<p>Personal competencies and qualities</p>	<ul style="list-style-type: none"> • Passion for helping children and young people learn about the world • Trustworthiness and integrity • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Ability to engender confidence in young people • A warm, friendly and patient manner • Ability to build positive relationships with all pupils that allow them to achieve to their highest potential • Discipline and time management skills • Ability to build and develop effective working relationships with work colleagues • A good sense of humour 		<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
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