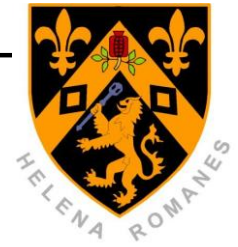

The Helena Romanes School



Job Role: Head of Biology

Applicant Recruitment Pack



Start Date: January 2025

Salary: UPS/TPR plus TLR 2c

Contract Type: Full Time, Permanent

Closing Date: 30th September 2024

Interview Date: 7th October 2024

About Helena Romanes School

This is an exciting opportunity for an excellent classroom teacher who is ready to step up to the additional responsibilities of leading Biology at Helena Romanes School. You will be part of a fast improving science department and work with other experienced leaders to develop the Biology across KS3 to KS5.

Helena Romanes School has students from EYFS to 6th Form as part of the all-through school and as the school grows the Leadership of Biology will link with the primary phase as well. Within the next couple of years we will be moving into a brand new school which will also further support our mission to become the school of choice in the area. The successful candidate will also join at a point of growth as the number of students at KS5 in Science continues to increase.

You will have a varied, dynamic and strategic role as Head of Biology; you will provide strong leadership to your team, with a clear focus on continuing to drive improvements in teaching, curriculum design and students' progress across the department. There will also be the opportunity to develop the extra-curricular provision including working with other departments across the school and extending our super-curricular offer.

This is an exciting time to join the school:

- In October 2023, Helena Romanes School was judged to be 'Good' in all areas by Ofsted.
- In September 2021, the school opened a Primary phase, which now has children in Reception, Year 1, and a mixed Year 2-4 class.
- Together with the expansion of the Sixth Form, the school will grow to become an all-through school of 2000 pupils from ages 4 to 18.
- The Department for Education is building a state-of-the-art, brand new school which will open to the Primary phase in 2025 and the Secondary and Sixth Form Phase in 2026.
- We are a member of the successful Saffron Academy Trust, a highly effective local trust led by Caroline Derbyshire, CEO. As members of the trust, we receive a comprehensive package of school improvement and there is regular networking and support between the trust's primary and secondary schools.
- The successful candidate will work alongside a talented team of teaching and support staff who all want the best possible outcomes for pupils.

Job Description- Head of Biology

1. INTRODUCTION

1.1 Job Title: Head of Biology

1.2 Job Purpose:

Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

Raise standards of student attainment and progress across the Department and Trust.

Monitor, support and be accountable for students' progress and development across the Department and Trust.

Develop and enhance the teaching practice of others within the school.

Ensure the provision of an appropriately broad, balanced and relevant curriculum for students studying in the Department, in accordance with the school's aims and curricular policies.

Be accountable for leading, managing and developing the Biology Department alongside other science leaders.

Manage effectively and deploy teaching/support staff, and other financial and physical resources within the Department.

1.3 Line Management:

Report to: Head of Science

Responsible for: teaching staff and other specified staff within the Department.

1.4 Liaising with:

Headteacher, Senior Leadership Team, Heads of Department/Subject, Science Learning Partnership, Saffron Academy Trust SLEs, Student Support Services, relevant support staff, external agencies and parents.

1.5 Salary Scale:

Classroom Teachers' Pay Scale and TLR 2c

1.6 Working Time

Full time as specified within the STPCD.

1.7 DBS Disclosure Level:

Enhanced

2. TEACHING

2.1 Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

3. STRATEGIC/OPERATIONAL PLANNING

- 3.1 Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Department.
- 3.2 Be responsible for the day-to-day management, control and operation of course provision with the Department, including effective deployment of staff and physical resources.
- 3.3 Monitor student progress and respond appropriately.
- 3.4 Implement school policies and procedures, e.g. equal opportunities, health and safety.
- 3.5 Work with colleagues to formulate aims, objectives and strategic plans for the Department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- 3.6 Lead and manage the planning function of the Department, and to ensure that the planning activities of the Department reflect the needs of students within the subject area, SDP/FIP and the aims and objectives of the school.
- 3.7 Ensure that the work in the curriculum area over all Key Stages fully reflects the school's distinctive ethos and mission.
- 3.8 Foster and oversee the application of IT in the Department.
- 3.9 Ensure that health and safety policies and practices, including risk assessments, throughout the Department are in-line with national requirements and are updated where necessary, liaising with the school's Health and Safety Manager.

4. CURRICULUM PROVISION

- 4.1 Liaise with the SLT to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements school self-evaluation and the School Improvement Plan.
- 4.2 Be accountable for the development and delivery of Biology.

5. CURRICULUM DEVELOPMENT

- 5.1 Lead curriculum development for your subject.
- 5.2 Keep up to date with national developments in subject areas and teaching practice.
- 5.3 Actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- 5.4 Liaise with the Head of Science to maintain accreditation with the relevant examination and validating bodies.
- 5.6 Ensure that the development of Biology is in line with national developments.

6. STAFFING

- 6.1 Work with the Head of Science to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- 6.2 Continue own professional development as agreed with the Head of Science.
- 6.3 Be responsible for the efficient and effective deployment of the Department's support staff.
- 6.4 Undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated Department.
- 6.5 Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the Department.
- 6.6 Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- 6.7 Promote teamwork and motivate staff to ensure effective working relations.
- 6.8 Participate in the school's ITT programme.
- 6.9 Be responsible for the day-to-day management of staff within the designated Department and act as a positive role model.

7. QUALITY ASSURANCE

- 7.1 Ensure the effective operation of quality control systems.
- 7.2 Establish the process of the setting of targets within the Department and to work towards their achievement.
- 7.3 Establish common standards of practice within the Department and develop the effectiveness of teaching and learning styles in all subject areas within the Department.
- 7.4 Contribute to the school procedures for lesson observation.
- 7.5 Implement school quality procedures and to ensure adherence to those within the Department.
- 7.6 Monitor and evaluate the Department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- 7.7 Seek/implement modification and improvement where required.
- 7.8 Ensure that the Department's quality procedures meet the requirements of self-evaluation and the Strategic Plan.

8. MANAGEMENT INFORMATION

- 8.1 Ensure the maintenance of accurate and up-to-date information concerning the Department on the management information system.
- 8.2 Make use of analysis and evaluate performance data provided.

- 8.3 Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- 8.4 Produce reports within the quality assurance cycle for the Department.
- 8.5 Produce reports on examination performance, including the use of value-added data.
- 8.6 In conjunction with the relevant Deputy, manage the Department's collection of data.
- 8.7 Provide the Governing Body with relevant information relating to the Department's performance and development.

9. COMMUNICATIONS AND LIAISON

- 9.1 Ensure that all members of the Department are familiar with its aims and objectives.
- 9.2 Ensure effective communication/consultation as appropriate with the parents of students.
- 9.3 Liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- 9.4 Represent the Department's views and interests.
- 9.5 Contribute to the planning and delivery of school liaison activities.
- 9.6 Lead the development of effective subject links with partner schools and the community, promoting subjects effectively at liaison events in school, partner schools and the wider community.
- 9.7 Promote actively the development of effective subject links with external agencies.

10. MANAGEMENT OF RESOURCES

- 10.1 Manage, alongside the Head of Science, the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down.
- 10.2 Work with the Head of Science in order to ensure that the Department's teaching commitments are effectively and efficiently timetabled and roomed.

11. PASTORAL SYSTEM

- 11.1 Monitor and support the overall progress and development of students within the Department.
- 11.2 Monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- 11.3 Act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description/staff handbook.
- 11.4 Ensure the behaviour management system is implemented in the Department so that effective learning can take place.

12. SCHOOL ETHOS

- 12.1 Play a full part in the life of the school community, to support its distinctive mission and ethos and encourage and ensure staff and students follow this example.
- 12.2 Promote the school's corporate policies.
- 12.3 Comply with the school's health and safety policy and undertake risk assessments as appropriate.

13. SIGNATURES

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Duties: The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Person Specification: Head of Biology

Category	Essential	Desirable	Evidence
Qualifications			
Qualified to teach and work in the UK	<input type="checkbox"/>		App Form Interview References
Ability to teach ages 11-16	<input type="checkbox"/>		
Ability to teach Post 16	<input type="checkbox"/>		
Good relevant degree	<input type="checkbox"/>		
Experience, Knowledge & Understanding			
Experience of leading a team		<input type="checkbox"/>	App Form
Experience of raising attainment in a differentiated classroom environment		<input type="checkbox"/>	
Evidence of continually improving the teaching and learning of the subject through schemes of work and extra-curricular activities		<input type="checkbox"/>	
Up to date knowledge in the curriculum area	<input type="checkbox"/>		Interview
Good knowledge of pedagogy	<input type="checkbox"/>		
To be able to use ICT as a vehicle for effective learning and teaching	<input type="checkbox"/>		References
Understanding of the strategies needed to establish consistently high aspirations and standards of results and behaviour	<input type="checkbox"/>		
Personal Qualities			
A willingness to lead development of policies and practices and promote collective responsibility for their implementation	<input type="checkbox"/>		App Form
High expectations for accountability and consistency	<input type="checkbox"/>		
Resilience, motivation and commitment to driving up standards of achievement	<input type="checkbox"/>		
Motivation to continually improve standards and achieve excellence	<input type="checkbox"/>		
Enthusiastic, confident, positive, self-motivated and determined	<input type="checkbox"/>		
Excellent communication, planning, organisational, listening and time management skills	<input type="checkbox"/>		
Effective and systematic behaviour management, with clear boundaries, sanctions, praise and recognition	<input type="checkbox"/>		Interview
Commitment to regular and on-going professional development and training to establish outstanding classroom practice	<input type="checkbox"/>		
Readiness to reflect and self-evaluate and the ability to change, develop and improve	<input type="checkbox"/>		
Perform consistently with very big workload demands	<input type="checkbox"/>		References
Work effectively alone and as a part of a team	<input type="checkbox"/>		
Commitment to the safeguarding and welfare of all students and providing equality of opportunity	<input type="checkbox"/>		
Develop positive relationships and acts as a role model to staff and students	<input type="checkbox"/>		
High levels of honesty and integrity	<input type="checkbox"/>		
Other			
The post holder will be subject to an Enhanced Disclosure & Barring Service check	<input type="checkbox"/>		App Form

Category	Essential	Desirable	Evidence
Qualifications			
Qualified to teach and work in the UK	<input type="checkbox"/>		App Form Interview References
Ability to teach ages 11-16	<input type="checkbox"/>		
Ability to teach Post 16	<input type="checkbox"/>		
Good relevant degree	<input type="checkbox"/>		Interview
The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.	<input type="checkbox"/>		

How to Apply:

To apply for the position please submit a letter of application, no longer than two sides of A4, outlining why you are a suitable candidate for the role, and an application form, which can be found on our website, to our HR Officer Eleanor Ball via email eball@hrs.education

The Governing Body is committed to promoting equality of opportunity, celebrating diversity, safeguarding and promoting the welfare of children and young people. It expects all staff and volunteers to share in this commitment. This post is subject to an enhanced DBS check and satisfactory references.

The school reserves the right to interview candidates before the published closing date.