

Bishop Justus CE School

[www.bishopjustus.bromley.sch.uk](http://www.bishopjustus.bromley.sch.uk)

# Application Pack

Head of Biology

Required: January 2025 - or sooner





# Head of Biology

We are very pleased to advertise for the position of Head of Biology here at Bishop Justus Church of England School. The successful applicant will provide outstanding teaching and learning and leadership of the Biology department to secure high attainment of students and to collaborate effectively with colleagues to design and deliver engaging curricula.

This is an exciting opportunity to join Bishop Justus, a large and dynamic Church of England school in the busy suburb of Bromley. Our school vision and ethos are at the centre of what we do, we care about and educate the whole child, combining excellent education with a firm and moral grounding so our learners can give back to their communities.

## **Our ideal candidate will:**

- Be an excellent Teacher of Biology (must have taught Biology up to KS5);
- Have a love of the subject and desire and ability to convey this to students;
- Be enthusiastic, energetic and open to innovation;
- Possess effective communication skills and be emotionally intelligent;
- Possess effective ICT skills and be open to new uses of technology in the workplace;
- Be committed to co-curricular activities including lunch time activities;
- Be committed to continuing professional learning;
- Have integrity, optimism and a good sense of humour;
- Hold a good honours degree along with qualified teacher status;
- Have some leadership experience;

## **In return, we offer:**

- A happy community committed to the professional development of all colleagues;
- A distinctive local context ensuring we place inclusivity at the heart of all we do;
- A skilled and experienced team of teachers and other professionals;
- A motivated leadership team leading rapid improvement to the students' life chances;
- A school in which the students are enthusiastic, engaging and thoughtful.

We would be pleased to welcome you for an informal visit prior to application.

*We are committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.*

*As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.*



## THE APPLICATION PROCESS AND TIMETABLE

### CLOSING DATE

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

- **Closing date for applications:** 11<sup>th</sup> November 2024  
*We reserve the right to withdraw the vacancy, should we find a suitable candidate.*

### SHORT LISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

### INTERVIEWS

Candidates will be invited for interview.

- **Interviews:** W/C 18<sup>th</sup> November 2024

### APPOINTMENT

All candidates will be contacted following interview.

- **Appointment to commence:** January 2025 - or sooner

### APPLYING

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to [recruitment@bishopjustus.bromley.sch.uk](mailto:recruitment@bishopjustus.bromley.sch.uk).

Please note a signed copy of your application form will be required prior to interview.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates will have their references taken-up before any interview.

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## JOB DESCRIPTION

### DETAILS

**Job Title: Head of Biology**  
**Grade: MPS/ UPS + TLR 2A**  
**Hours: Full Time**  
**Accountable to: Director of Science**

### THE ROLE

To be responsible for Biology within the department, assist with the responsibility for the professional leadership and management of the department in order to ensure high standards of teaching and learning are delivered, resources are used efficiently and effectively and the curriculum is managed and developed in accordance with academy policy.

**In addition to the responsibility of classroom teacher and Form Tutor key accountability for the Head of Biology include:**

### POLICY/STRATEGIC DIRECTION AND DEVELOPMENT

- Contribute to policy-making and planning as required by the head of curriculum area.
- Prepare, organise, monitor and update assessments and Schemes of Work within Biology in consultation with the Head of Dept and colleagues.
- To lead the development of Biology and assist with ensuring that academy policies and strategies are embedded in schemes of work and subject plans.

### LEADERSHIP & MANAGEMENT

- To deputise for the Head of Dept in times of absence.
- To manage Biology and contributing where relevant to recruiting, inducting, developing, deploying, motivating and appraising other teachers to ensure that they have clear expectations of their roles, and that high-performance standards are achieved and maintained.
- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers etc.
- To track student progress of responsibility and use information to effectively inform teaching and learning.
- To contribute to the process of the ordering and allocation of equipment and materials
- To assist the Subject Leader to identify resources needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, Dept and the students.

### TEACHING AND LEARNING

- Promote excellence in teaching and learning to ensure all students develop their potential and are equipped for life beyond academy.
- Exemplify in own practice the skills of teaching and learning typified by lead professionals, and ensure that good practice is shared throughout the subject.



- Ensure that the schemes of work for Biology responsibility are used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning.
- Help monitor students work and the classroom practice of those in the department to ensure high standards are maintained.
- Keep up to date with developments in subject area and education in general to ensure that best practice is adopted.
- Ensure the delivery and development of the curriculum is effective in meeting the needs of all students.
- Contribute to the broader life of the academy by supporting and leading curricular and extra-curricular events.

#### **EXTRA-CURRICULAR ACTIVITIES**

- Actively promote interest in the subject outside the immediate physical and timetabled confines of the department.

#### **MARKETING AND EXTERNAL LINKS, INCLUDING PUBLIC OCCASSIONS**

- Actively promote the subject within the academy to encourage student's interest in the subject.
- Contribute to the positive promotion and marketing of the academy in the local and wider community.
- Lead the subject's contribution to marketing events and external links.

#### **MANAGEMENT OF RESOURCES**

- Assist with monitoring and controlling the subjects allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources.
- Identify future resourcing needs and aspirations for the subject for consideration in the academy budget planning process.
- Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines.

#### **MONITORING, EVALUATION & ASSESSMENT**

- Ensure that within Biology, individual student progress is regularly assessed, recorded with published deadlines and reported and used to inform future teaching.
- Monitor student progress through the use of performance and benchmarked data to ensure that high standards of learning are achieved and maintained.

#### **TRAINING & DEVELOPMENT OF SELF AND OTHERS**

- As a lead professional, set personal targets and take responsibility for own continuous professional development.
- Mentor any PGCE student/ECT as agreed with the Head of Dept.
- Assist the development of colleagues with guided support and advise on appropriate teaching and learning methods



## ROLE OF THE TUTOR

- Monitor absences, lateness and uniform and maintain accurate details of attendance in accordance with school policy.
- Monitor student planners on a regular basis.
- Ensure that tutorial programs are planned, recorded and are in accordance with the programme of study provided by the Learning Director.
- Complete individual reports for parents and maintain regular contact.
- Promote students' achievements using praise and rewards effectively in line with school policy.
- Maintain effective communication with students and their parents, and with subject teachers, Learning Directors, Assistant Head, and senior staff as necessary.
- Assist Learning Directors and Assistant Head in the organization of year activities and events.
- Ensure that students new to the school are properly inducted.

## FLOURISHING PEOPLE AND PROFESSIONAL DEVELOPMENT

Once your probation period is completed successfully, you will transfer to the Aquinas Trust “Flourishing people CPLD cycle.” This will involve:

- Self-evaluation
- Development goal setting
- Termly check in's

Along with this work you will, with the support of your appraiser, you have the opportunity to “Research, Train and have a go” – this would be a project that you can complete about an area of education you are interested in.

***At Bishop Justus School staff are expected to work in line with the school's Ethos.***

Responsibilities are likely to change over time and you will be expected to perform duties of a similar nature such as the Headteacher may reasonably require



**PERSON SPECIFICATION**

**HEAD OF BIOLOGY**

<b>[a] TRAINING AND QUALIFICATIONS</b>	<b>Essential or Desirable</b>
Qualified Teacher Status	E
Degree or equivalent	E
Commitment to professional learning activities	E

<b>[b] LEADERSHIP COMPETENCIES</b>	<b>Essential or Desirable</b>
Have high expectations of themselves and their students	E
Hold positive values and attitudes, and adopt high standards of behaviour in their professional role	E
Have commitment to ensure every student achieves their full educational potential	E
Use student data to inform progress and attainment	E
Have a commitment to progress and enthusiasm for learning	E
Have diligence, drive and focus to boost standards	E
Have high quality organisational and communication skills	E
Have a commitment to collaboration and co-operative working	E
Demonstrate exemplary professional and personal standards in all their actions	E
Be able to establish fair, respectful, trusting, supportive and constructive relationships with students	E
Have the ability to inform, advise and guide students to ensure progression	E
Know how to make effective personalised provision for those they teach, including those who have SEN, disabilities, or English as an additional language	E

<b>[c] EXPERIENCE OF TEACHING</b>	<b>Essential or Desirable</b>
In a secondary school	D
As a highly effective practitioner	E

<b>[d] PROFESSIONAL KNOWLEDGE AND UNDERSTANDING</b>	<b>Essential or Desirable</b>
Excellent, secure knowledge of their subject and related pedagogy	E
Good, up-to-date working knowledge of a range of teaching, learning and behaviour management strategies	E
Skills in literacy, numeracy and ICT to support their teaching and wider professional activities	E
A range of approaches to assessment, including the importance of formative assessment	E



Assessment requirements and arrangements for the subjects they teach, including public exams and qualifications	D
How to make effective personalised provision for those they teach	E
Up-to-date safeguarding procedures, and the ability to identify and support students as	D

<b>[e] PERSONAL AND PROFESSIONAL QUALITIES AND ATTRIBUTES</b>	<b>Essential or Desirable</b>
Inspire, challenge and motivate colleagues and students towards a shared vision	E
Teach challenging and well organised lessons across the age and ability range	E
Promote and maintain effective relationships	D
Prioritise, plan and organise self and others	E
Think creatively in order to anticipate and solve problems	D
Listen to and reflect positively on feedback	D
Demonstrate an ability to communicate to a range of audiences	D
Willing to be flexible to meet the needs of the college	E
Lead assemblies or collective worship	D

<b>[f] CONFIDENTIAL REFERENCES AND REPORTS</b>	<b>Essential or Desirable</b>
A positive recommendation from current Headteacher or employer	E
A supportive reference from one other source	E
Enhanced DBS check undertaken and acceptable to the Headteacher	E





# Benefits of Working with Aquinas

## LEASE AN ELECTRIC VEHICLE...

**We have joined the Octopus Energy Scheme to give you the option of leasing an electric vehicle.** Provided by Octopus, the 'Electric Vehicle Salary Sacrifice scheme' is intended to help colleagues lease an electric car. Available to eligible staff.



octopus  
electric vehicles

## TREATING YOU AS A PROFESSIONAL...

**Aquinas is committed to national and local agreements affecting employment** as contained in the Burgundy Book (Conditions of Service) for teachers and Green Book (National Joint Council) for associate colleagues unless superseded by statute or revised editions, or by local provisions. This includes salary scales; period of notice and end of contract; maternity, paternity and adoption leave; leave of absence; and annual leave.

## HELPING YOU STAY RELAXED...

**Working with us gives you discounted access to a range of leisure activities.** CSSC is an exclusive membership for public sector employees. For less than £5 a month, families and individuals can save much more on a range of pursuits including...



- Free entry to English Heritage sites for you and your family;
- Discounts on cinema tickets including all top chains;
- Discounted days out, trips and theme parks;
- Subsidised sports training and entry into select events;
- Free health and wellbeing portal for courses, classes & content;
- Savings with online and high street retailers, on local and national gym memberships, restaurants and more.

## LOOKING AFTER YOUR WELL-BEING...

**We believe well-supported, valued colleagues with a clear and shared purpose are best placed to provide for the emotional well-being of children in their care.** Provided by Health Assured, our 'Employee Assistance Programme' is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family.

health assured