



Devonport
High School
For Boys

Head of Biology

Job Specification

Reporting to: Headteacher and Head of Science

Job Purpose

The role of the Head of Biology is to provide leadership and direction for the teaching of this curriculum area and the management of the team to ensure that it meets the aims and objectives of the Science Faculty and the school.

In essence, the function of a Head of Subject is:

- To set an example to colleagues in the department, to get the best out of them, and to encourage them to work effectively as a cohesive team
- To interest the students in the subject and ensure that they are challenged academically; to take responsibility for their performance in external examinations
- To show enthusiasm for the subject and convince others of its lasting value
- To provide a stimulating learning environment and maintain it in good condition
- To represent the subject generally; and specifically when students are making subject choices
- To ensure that the administrative business of the department is carried out effectively

Key Accountabilities - The Head of Biology will:

- Provide leadership and management for the provision of Biology within the Science Faculty
- Manage the team of Biology teaching and support staff within the Science Faculty
- Articulate a clear vision for the development of Biology at DHSB
- Liaise with the Head of Science and contribute to the overall evaluation and development of teaching and learning within the Science Faculty
- Ensure that the provision of Biology complies with Health and Safety

Key Areas and Tasks (illustrative)

1. Securing top quality teaching and learning by:

	Key Areas	Tasks (illustrative)
1.1	Ensuring that the highest possible standards of teaching are achieved within the department.	Ensuring that colleagues are confident with current methodologies and issues within their subject Promoting departmental discussion of teaching methods, so that lessons are interesting; effective and multi-sensory Monitoring teaching standards systematically Encouraging lesson observation of/by other colleagues within the department Ensuring that appropriate work is set, and timely feedback given in line with the School's Assessment and Teaching and Learning policies.

1.2	Monitoring students' learning and confidence in the subject.	Seeking to fulfil the potential of all students, whatever their ability Analysing assessment data as appropriate, rewarding success and initiating action when students' performance is unsatisfactory Leading effective Assessment for Learning Ensuring that IEPs are followed
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2: The Head of Biology facilitates the contribution that staff and a range of partners make to students' learning and development by:

	Key Areas	Tasks (illustrative)
2.1	Building commitment and a shared vision	Consulting and/or informing members of the department in respect of all matters of departmental policy, planning and organisation Determining the timetables of colleagues on an equitable basis Holding regular meetings where departmental issues are discussed, and outcomes are taken Leading in the Performance Management of colleagues Providing advice and support to members of the department Following up with a colleague any complaint coming from parents / carers and advising on the school's response Promoting the wider involvement of colleagues in the life and work of the school Encouraging colleagues to take INSET opportunities Participating in the appointment of new teachers of Science
2.2	Maintaining strong lines of communication	Working closely with the Head of Faculty and Leadership Group member responsible for academic monitoring Forwarding to the Head of Faculty outcomes from departmental meetings Working closely with the Head of Faculty on matters of budget, staffing and timetable. Communicating any departmental concerns regarding whole school issues to the Head of Faculty and School Leadership Group Working closely with tutors/form teachers when students' performance is unsatisfactory Attending Academic Board Being aware of cross-curricular initiatives and resources (e.g. in ICT and the Learning Commons) Work closely with the Science KS3 and 4 Coordinators and the Heads of Biology and Physics to ensure consistency across the Faculty,

3: The Head of Biology designs and plans curriculum resources, activities and documentation to meet students' needs by:

	Key Areas	Tasks (illustrative)
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3.1	Maintaining appropriate and up to date documentation, syllabuses and schemes of work.	Being aware of change and developments in examination syllabuses and curriculum requirements Contributing to the Science Faculty handbook Maintaining Programmes of Study and Schemes of Learning and giving guidance on teaching strategies and the availability of resources Maintaining, and acting on, the Biology department's contribution to the faculty development plan Contributing subject synopses for the school's option booklet Ensuring that the subject is properly represented at open days etc.
3.2	Creating an environment which promotes learning; and accumulate resources to help make teaching Biology interesting and effective.	Maintaining departmental teaching areas in good order Ensuring that there are appropriate resources for each year group Liaising with the Head of Faculty and Senior technician to keeping annual departmental expenditure within approved limits Making proper arrangements for the maintenance of equipment
3.3	Taking health and safety policy into account.	Under the direction and guidance of the school's safety officer (the Estate Manager), the Head of Biology must ensure that the department complies with all current Health and Safety legislation, in the light of the school's policies. Risk assessments need to be updated on a regular basis, and colleagues reminded that everyone has an important responsibility in this area.

4. The Head of Biology accesses continuing professional development for themselves and others to secure high standards of teaching, learning and leadership by:

	Key areas	Tasks (illustrative)
4.1	Developing the confidence and skills to lead an effective and improving curriculum delivery	Undertaking, and encouraging others to participate in, additional professional training
4.2	Organising and providing training and support for staff	Arranging training for staff so that they are equipped to deliver specific activities

This job description outlines the duties required of the post to indicate the levels of responsibilities. It is not a comprehensive list and the Headteacher may vary the duties from time to time although the general character of the job and level of responsibility will not alter.