

Job description

Frances Bardsley Academy for Girls is part of the LIFE Education Trust, a group of schools that work together and have the same mission, to build great learning communities where children flourish.

We are looking for brilliant people to join the Frances Bardsley Academy and LIFE Education Trust who share and demonstrate our beliefs:

- Courageous Optimism
- Boundless Creativity
- Heartfelt Compassion

Job Title	Head of Biology
Grade	MPR/UPR + TLR2b
Contract	Full-Term, Permanent
Reports to	Headteachers, SLT, Head of Department
Job Particulars	
	<ul style="list-style-type: none"> • To be accountable for the highest standards of student achievement within the department, monitoring and evaluating student achievement and setting targets for improvement • To lead, develop and enhance the teaching practice of Biology, evaluating the quality of teaching and securing and sustaining effective teaching of the subject • To be accountable for the strategic direction, including leadership and management of Biology, the development and implementation of school policies, plans, targets and practices within the context of the school's aims and policies • To effectively line manage teaching staff • To work with the Head of Science in planning the deployment of teaching and support staff in the department • To oversee the development of the subject at all key stages • To teach Biology across the 11 – 18 age range as required by the Headteachers
Duties & Responsibilities	
	<p>Quality of Education</p> <ul style="list-style-type: none"> • To ensure high quality programmes of study and schemes of work are in place and are reviewed and updated systematically • To monitor the progress and standards achieved by the students in Biology • To ensure the delivery of lessons is in-line with the programmes of study and schemes of work in Biology • To ensure that homework is set and marked regularly • To support with the transfer of students between classes • To arrange the setting and marking of internal examinations and assessments • To liaise with other Heads of Department and subject leads in cross curricular projects where necessary and in curriculum and teaching and learning discussions • To assess work as required by the Feedback and Feedforward policy <p>Behaviour and Attitudes</p> <ul style="list-style-type: none"> • To consistently support and implement the whole school behaviour policy

	<p>Personal Development</p> <ul style="list-style-type: none"> • To ensure that students are motivated and enjoy Biology, also providing extra-curricular opportunities • To co-ordinate events organised by the department, e.g., trips and visits, competitions etc. – ensuring that the necessary permissions and risk assessments are in place <p>Leadership and Management</p> <ul style="list-style-type: none"> • To lead colleagues in delivering brilliant Biology lessons, monitoring the standards achieved, taking care of the career development of each member of the team, giving each the opportunity for gaining experience relevant to future promotion and organising attendance at courses on an equitable basis • To be responsible, in conjunction with the Head of Science, for the resourcing of the department • To liaise with the examinations officer over entries for public examinations • To liaise with SLT and Head of Science over timetable arrangements and the allocation of classes within the department • To ensure that arrangements have been made to provide work for absent colleagues • To attend parents' evenings and options/open evenings • To be responsible for organising the work of ECTs, trainee teachers, and other support colleagues as relevant • To hold contribute to departmental meetings in-line with the school calendar • To liaise with other schools and colleges in consortium arrangements when appropriate/necessary • To attend meetings with the Headteacher/SLT members and other Heads of Department to discuss matters affecting the organisation of the school, as a representative of the department • To assist in the interviewing, appointment of members, continuing professional development and growth and development of colleagues
Other Duties	
	<ul style="list-style-type: none"> • To undertake such other duties and responsibilities of an equivalent nature, as defined by line management from time-to-time, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms • To perform any other task deemed reasonable by the Headteachers

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge that I have seen and received a copy of the job description

Signed: _____ (Head of Biology) Date: __/__/__