



Job Description

Head of Biology

Post Held	Head of Biology
Tasks	<p>Operational Tasks</p> <ul style="list-style-type: none">• Writing, reviewing and circulating departmental documents and policies• To ensure the department strategy is kept up to date by identifying areas for improvement and progress towards meeting both department and whole school targets.• Management and deployment of the department budget and finances• Management and collation of 'normal ways of working' for SEND students for the purpose of supporting access arrangements• Oversee and support preparations for Open evenings and student information evenings managing accurate and high-quality resources.• Management and provision of cover during staff absence• QA promotion of CIEAG in department and lessons• Management and allocation of student setting• Management and allocation of timetable for teaching and non-teaching staff and rooming• To meet regularly with all TLRs and Head of Science Faculty• To create departmental calendars• To liaise effectively with parents and deal swiftly with any concerns• Plan, produce agenda and chair effective department training sessions, meetings and briefings• To attend HOD meetings and other middle leader meetings as planned on the Whole School Calendar <p>Tracking and Monitoring</p> <ul style="list-style-type: none">• Liaise with Science leadership team and whole school leadership team and TLRs with regard to tracking pupil progress and attainment at all key stages and across all relevant curricula and all appropriate sub groups of students• QA of accuracy and completion of parental reporting for all students at all levels <p>Teaching and Learning</p> <ul style="list-style-type: none">• QA and implement QADIs/markings and feedback/planning/learning walks/observations/homework etc in line with whole school policies and the Whole School Calendar



	<ul style="list-style-type: none">• Develop and review curriculum maps, SOWs and resources regularly to ensure they continue to drive improvement to pupil progress and attainment• Creation of assessment calendars and materials/resources including those for end of unit tests, end of year exams, mock exams and any other assessment as required• QA marking and feedback of internal assessments, including the deployment of PLCs where appropriate• To ensure practicals are planned for appropriately and carried out well within the team to support student understanding and learning <p>Behaviour Management</p> <ul style="list-style-type: none">• Reviewing and monitoring of student behaviour, offering guidance and additional support for repeated behaviours, including implementing subject report structure• Monitoring of behaviour tracking from SIMs to identify patterns over time in order to offer support or training <p>Whole School</p> <ul style="list-style-type: none">• To take an active role in the professional development of colleagues• To lead performance management of teachers within the department• Identify training needs in response to QA and other observations/requests, ensuring that all staff receive training required• To deliver training relevant to whole school improvement plan for department• Support and training of student teachers and ECTs or those mentoring student teachers and ECTs• To take an active role and contribute to the promotion of the school's profile within the local community and wider educational community• To promote the development of effective subject links with partnership schools and external agencies• To support and develop a range of enrichment opportunities for students both within school and outside of school• To promote A level courses to increase the number of students who wish to study the subject at a higher level• Any other duties a deemed suitable by the Principal.
Reporting to	Coach/Head of Science Faculty
Salary Scale	TLR2B, £5,022 (starting remuneration)
Reviewed	March 2023