



The
Burgate

School & Sixth Form

Recruitment Pack

Head of Biology

Key Information

Role: Head of Biology

January, Easter or September 2025 start

Working to a Head of Science and 2i/c Science this is an exciting opportunity to step into a position of subject responsibility with the support of experienced department leaders above you.

Deadline for applications: 09:00 Monday 7 October 2024

You are strongly encouraged to contact us in advance to learn more about Biology and the Science Department at The Burgate and the specifics of this post.

If you would like to have an informal chat, or a visit, please contact our Deputy Headteacher, Ben Clemson.

Salary: Main/Upper Pay Scale plus TLR 2b (£5,379)

with the possibility of a recruitment and retention incentive of £4,000 for the right candidate

(£2,000 to be paid on joining with £1,000 to be paid at the start of the second year and £1,000 to be paid at the start of the third year)

Contract: Permanent/Full-Time

Headteacher: David Pover

The Burgate School and Sixth Form, Salisbury Road, Fordingbridge,
Hampshire, SP6 1EZ

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Email: burgate@burgate.hants.sch.uk

Website: www.theburgate.com



Dear Prospective Applicant

I am delighted that you are interested in applying for the post of Head of Biology at The Burgate School and Sixth Form. We believe our school is an exceptional place to work, where students and staff share collective values in a happy and inclusive environment.

Each member of our staff team matters, and creativity and innovation are embraced and developed. Our students are a pleasure to work with and we encourage you to come and see this for yourself. 'Learning for Life', our school and college motto, underpins our culture and applies to every member of our school and sixth form community, whatever stage they are at.

Our desire to be one of the top comprehensive schools nationally continues with great enthusiasm and this appointment is a key factor in ensuring that we achieve that ambition. Please take your time to explore our school's website and this recruitment pack which will give you a greater understanding of what we believe is an ambitious, creative and successful school.

I very much look forward to receiving your application to work with us at The Burgate.

Yours sincerely

David Pover
Headteacher

The Role

Are you looking to develop your career in a warm and supportive school with a real passion for helping students to achieve their best?

We have an exciting opportunity for an excellent classroom teacher who is ready to step up to the additional responsibilities of leading Biology at the The Burgate School and Sixth Form. You will be part of a dedicated and highly successful department working to a Head of Department and 2i/c Science with the support of experienced department leaders above you to oversee the Biology curriculum across KS3 to KS5.

This is an excellent time to join our school which was rated 'good' by Ofsted in May 2019 with the Sixth Form graded as 'outstanding'. As a school we are dedicated to the development of inspirational lessons and are always searching for new and innovative ways to motivate students to achieve their full potential. We would welcome a candidate who is keen to share new ideas, approaches and has the drive and determination to further the progress of all students.

Our Curriculum

Year 7 and 8 students are placed in mixed ability sets and are allocated six teaching hours a fortnight. In preparation for the GCSE years they are taught a Science course which incorporates each of the separate sciences.

At present all Combined Science students in Years 9, 10 and 11 are allocated nine teaching hours a fortnight. Students are able to choose separate Sciences with extra allocated hours or follow the Combined Science (Trilogy) course where we follow the AQA specification.

There is a high uptake of the Sciences (OCR specification) in the Sixth Form with one Physics class, one Chemistry class and two Biology classes in both Year 12 and 13. Experience of teaching up to A-level would therefore be of benefit but is in no way a prerequisite for the post.

Our Facilities

There are currently ten teachers in the Science department. Science is taught in purpose built laboratories with interactive whiteboards. In the main school there are six laboratories, five of which are in a self-contained Science building and the Sixth Form also has two laboratories and one purpose-built Physics classroom. The department has two prep rooms and is very well supported by two Science Technicians.

There are also several IT equipped rooms in the Main School and in the Sixth Form which can be booked for class teaching. The school's main systems are SIMS, MintClass and Office 365, all of which are Integrated. All teaching staff are given their own laptop to support their role.

Early Career Teacher Support

We have a proud tradition of providing superb support and career progression for teachers at the beginning of their career. We are part of the HISP ECT programme who use the Educational Development Trust programme to provide both face to face and on-line training to support teachers through the Early Career Framework (ECF).

In school you will be given a mentor with whom you will have timetabled weekly meetings, as well as additional time for planning and working through the ECF. Furthermore, you will be allocated a tutor who will oversee your progress and support you through the process. Additionally, you will be part of our induction programme that runs for all new staff members to orientate them through the first half term.

How to Apply

The following guidelines are designed to help you submit an application in line with our requirements. Please ensure that you comply with the instructions below otherwise the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Sarah Hewett, HR Manager/Headteacher's PA at shewett@burgate.hants.sch.uk

Application Form

To apply for the role, please either complete an application via the TES website, an application via the Government's Teaching Vacancies website, or our Teaching Staff application form which can be downloaded from the vacancies page on the school's website. If you apply using the school's Teaching Staff application form, completed forms should be emailed to Miss Sarah Hewett, HR Manager/Headteacher's PA, at: shewett@burgate.hants.sch.uk. All applications should be received by the published deadline. For safer recruitment reasons, only applications submitted on a TES, Government Teaching Vacancies, or school application form will be considered. CVs will not be accepted.

Don't wait until the deadline nears to submit your application

You are advised to submit your applications as soon as possible as, on occasion, we reserve the right to close a vacancy earlier than the advertised date, if we have received sufficient applications that meet the criteria, or a suitable candidate is found. We advise you to submit your application as early as possible to prevent disappointment.

Shortlisting

Shortlisted candidates will be contacted by telephone or email. We will endeavour to contact non-shortlisted applicants however, if you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

Interviews

Interviews will be held at The Burgate School and Sixth Form. In addition to a tour of the school and informal discussions with key members of staff, each interviewee will be required to teach a lesson. The selection process will culminate in a formal interview. Full details of the interview process will be sent to candidates with the invitation to interview. Candidates invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will also be required to bring photo ID with them on the interview day, for example a valid passport or driving licence to provide proof of identity and, where available, a birth certificate should also be presented. If relevant to the role, evidence of all academic and professional qualifications disclosed on the application form should also be presented. Full details will be sent to candidates alongside their formal invite to interview.



References for shortlisted candidate

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Burgate School and Sixth Form has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer) and all other necessary pre-employment vetting checks have been satisfactorily completed. This will include confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure, verification of your identity and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS) and a check will be undertaken to ensure they are not subject to a prohibition order.

Safeguarding and Child Protection Statement

Safeguarding determines the actions that we take to keep children safe and protect them from harm in all aspects of their school life. As a school and sixth form we are committed to safeguarding and promoting the welfare of all our students. The actions that we take to prevent harm, to promote wellbeing, to create safe environments, to educate on rights, respect, and responsibilities, to respond to specific issues and vulnerabilities all form part of the safeguarding responsibilities of the school and sixth form.

A copy of our child protection policy and our policy on the employment of ex-offenders are available to view on The Burgate School and Sixth Form's website at: <https://www.theburgate.com/policies> .

Pre-employment Checks including an Enhanced DBS and Children's Barred List Checks

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, all our recruitment and selection practices reflect this commitment. Should you be successful, any offer of a post will be conditional subject to an enhanced Disclosure and Barring Check as well as other relevant pre-employment checks including the receipt of two satisfactory references and medical clearance. As this is a post in regulated activity, the DBS check will include a children's barred list check. It is an offence to seek employment in regulated activity if you are on a barred list. All positions within The Burgate School and Sixth Form are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Online Searches

We will also consider carrying out an online search on the successful candidate to help identify any past or current incidents or issues that might affect an individual's suitability to work with children and undertake the role in question. Any online search will be carried out only on publicly available information and will be limited to issues relating to an individual's suitability to work with children and/or in a school environment. Any issues that arise from a search will be followed up with the candidate where it can be discussed more fully, including background information, or mitigating circumstances.

Equal Opportunities Statement

The Burgate School and Sixth Form is an equal opportunities employer and values the diversity of our workforce and welcomes applications regardless of age, gender, ethnicity, or religion.

General Information for Applicants

At The Burgate we want every student to enjoy their learning and feel valued for who they are. The school provides high quality comprehensive education for children aged between 11 and 18 and we enjoy an excellent reputation within the local community for our high standards. Consequently, many students attend the school through parental choice. We provide a broad curriculum and a creative approach to learning that inspires curiosity, builds collaboration, helps develop resilience and encourages flexibility of thought.

This could not be a better time to join The Burgate; our GCSE results in 2024 continued to be very strong with 84% of students achieving both English and Mathematics at Grade 4+ and 59% achieving Grade 5+. Our most recent published Progress 8 value added score was in line with the national average and once again places The Burgate as one of the very best performing schools in Hampshire and nationally. Our A level results are consistently very good with 70% of our grades between A*- C

We offer a wide range of subjects at GCSE and A Level, delivered by a highly qualified team of professional teachers and support staff who are committed to offering the highest quality of education to the students. All staff members participate in a well-established and bespoke performance management scheme. Induction and in-service training are provided for all teaching and support staff and there is a special programme for ECTs, as well as access to a wide range of CPD through National College and beyond. Internal promotion is a typical route for progression to higher levels of leadership for Burgate staff.

The school has a committed and supportive board of trustees, enjoys healthy links with the local community, our cluster primary schools and partnership schools. We build and consequently benefit from excellent supportive relationships with parents, and we encourage close contact with the school whenever they have concerns regarding their child's education. The school was inspected by Ofsted in May 2019 in which we were awarded 'Good' overall with three of our inspection judgements being 'Outstanding'. The inspectors praised the high expectations of everyone at the school and remarked how the school's trustees and staff work closely together to create a team spirit that provides a consistent and positive learning environment, where teaching is inspirational and student behaviour is superb.

The Burgate School and Sixth Form is situated on the outskirts of Fordingbridge, in Hampshire. Salisbury, Bournemouth, Southampton and the Channel ports of Poole and Portsmouth are all within easy driving distance, and the major cities of Bath, Bristol and London all easily accessible by road and rail. With the New Forest National Park, Isle of Purbeck, Jurassic Coast and Salisbury Plain further enriching and enhancing the natural beauty of the local environment, the successful candidate will have a chance to live and teach in one of the most highly desirable areas of England, where the standard of living is of the best available nationally.

Job Description

Head of Biology

Impact Statement: secure high quality teaching and learning within the department and effective use of resources to improve educational outcomes for all students so that each achieves his or her full potential.

Level of responsibility: Head of Biology—TLR 2b

Line Manager: Head of Department

CORE RESPONSIBILITIES:

- Maintain high professional standards and level of conduct
- Adhere to statutory policies and procedures and undertake training as required
- Contribute to the delivery of the school's vision
- Uphold the values of the Burgate School and Sixth Form
- Help to foster innovation and the development of new capabilities
- Engage with school improvement plans and initiatives
- Support the pastoral care and behaviour standards of students to ensure they feel safe, secure, and valued

KEY RESPONSIBILITIES:

- Contribute to the development, implementation, review and evaluation of the Departmental Improvement Plan.
- Quality assurance to uphold the highest standards of work and conduct of students and staff in Biology across the school.
- Uphold pastoral care, discipline and behaviour of students with the Head of Department. To ensure that students feel safe, secure and valued.
- Oversee the department's Biology curriculum and continually review the impact of the learning
- Set, observe and maintain high standards for Biology Burgate lessons
- Regularly moderate assessment and marking procedures to ensure accuracy and consistency of all teachers in the Biology team.
- Monitor and track the progress of all Biology students; identifying underachievers and implementing measures to support them.
- Undertake lesson observations and work scrutinies to ensure that learning experiences offered are appropriate and relevant to learning needs to ensure good progression for all students
- Inform and advise the Head of Department on all matters related to Biology across the school

SPECIFIC RESPONSIBILITIES:

- Monitor students' progress in Biology GCSE and A Level and to intervene when required.
- Ensure wider curriculum opportunities are available for students in Biology.
- Develop and organise fieldtrips in Biology across the main school and to support the specification content at A Level
- Support the Head of Department in developing the new assessment process for GCSE
- Improving teaching of practical elements of A-level Biology.
- Deliberate practice of revision techniques embedded in GCSE and A level Biology lessons.
- Develop strong network links with other departments to share good practice
- Develop schemes of work in Year 7 and 8 to build on prior students' prior knowledge

You will be expected to undertake any other duties as reasonably requested by the Headteacher

Role: Person Specification for Head of Biology

Safeguarding	Essential	Desirable
Commitment to the safeguarding and wellbeing of all students and the ability to follow all school policy and procedures	X	
Qualifications & Experience	Essential	Desirable
Qualified teacher status	X	
A degree or equivalent	X	
The ability to successfully teach Biology to GCSE	X	
The ability to successfully teach at A-level	X	
Experience of improving the outcomes of groups of students		X
Experience of leading a team		X
Skills and Competencies	Essential	Desirable
Ability to continually improve the teaching and learning of the subject through schemes of work and extra-curricular activities		X
Up to date knowledge in the curriculum area	X	
Good knowledge of pedagogy	X	
Ability to demonstrate and model excellence in the classroom	X	
Model effective behaviour management for effective teaching and learning	X	
A record of being able to work collaboratively as part of an effective team	X	
Ability to plan strategically	X	
Ability to analyse and present data and information coherently	X	
Ability to track progress to develop student potential	X	
Show keen interest and ability to keep abreast of new initiatives	X	
Personal Qualities	Essential	Desirable
Enthusiasm and passion for Biology and Science	X	
Motivation to continually improve standards and achieve excellence	X	
Confident, positive, self-motivated and determined	X	
Excellent communication, planning, organisational, listening and time management skills	X	
Develop positive relationships and acts as a role model to staff and students	X	
A commitment to and evidence of regular and ongoing professional development	X	
Readiness to reflect and self-evaluate and the ability to change, develop and improve	X	
Demonstrate a deep commitment to school's ethos and its motto 'Learning for Life.'	X	
Strong willingness to contribute to the wider life of the school	X	
Show fairness and consistency	X	
High level of honesty and integrity	X	
Commitment to equal opportunity	X	
Have a good record of punctuality and attendance	X	