



**The de Ferrers Trust**

To ensure that all the  
children and young people in  
our care have the opportunity  
to fulfil their potential through  
achieving highly, regardless of  
their ability or background



Post title: Head of Biology  
Grade: MPS/UPS  
Accountable to: Director of Learning

## ROLE OVERVIEW:

To lead a team of teachers in raising standards of student attainment and achievement within Biology and across the Science Faculty. To be accountable for the performance of all students within Biology at all Key Stages

## KEY ACCOUNTABILITIES:

### Main Duties

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- To check the accuracy of summative data input prior to the production of each Academic Summary.
- To contribute to the data analysis of Biology across all Key Stages prior to the Faculty Progress Meeting.
- To manage and lead intervention strategies to ensure good student progress within Biology at all Key Stages.
- To present intervention strategies for Biology at meetings.
- To track and monitor students identified for intervention within Biology at all Key Stages.
- To liaise with the Head of Campus for each Key Stage to target key groups in Biology: Pupil Premium; gender; ethnicity; SEN; Gifted Register.
- To undertake work scrutiny of Biology at all Key Stages on a regular basis to ensure the consistency and accuracy of formative assessment.
- To feed back the results of work scrutiny to individual colleagues and Faculty Teams.
- To support the Director of Learning in classroom observation and learning walks with Biology at all Key Stages.
- To manage the system for Biology rewards and sanctions at all Key Stages.
- To be responsible for Biology internal examinations at all Key Stages.
- To be responsible for Biology transition at each Key Stage.
- To be responsible for ongoing standardisation and moderation of students' work within Biology at each Key Stage.
- To contribute to subject expertise within Biology at each Key Stage.
- To be responsible for student recruitment and retention between specified Key Stages.
- To monitor students' views on learning and address findings as appropriate.
- To maintain an overview of stock and resources within Biology at each Key Stage.
- To chair Faculty meetings in the absence of the Director of Learning.
- To contribute to the Faculty Self-Review and Improvement Plan.
- To attend the Academy Awards Evenings.
- To organise extra-curricular activities for students within Biology at each Key Stage.
- To undertake other reasonable responsibilities delegated to the post-holder by the Principal or senior staff.

## Support to the Academy

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- To promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- To comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Will be aware of, support and ensure equal opportunities for all.
- Will contribute to the overall ethos/work/aims of the Academy.
- Will establish constructive relationships and communicate with other agencies/professionals.
- To attend and participate in regular meetings.
- Will participate in training and other learning activities and performance development as required.
- Will recognise own strengths and areas of expertise and use these to advise and support others.

## In Addition

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- To make suggestions to improve the ongoing effectiveness of non-teaching support.
- To comply with the requirements of Health and Safety, or relevant legislation and Academy documentation.
- To undertake any other reasonable duties within the overall function, commensurate with the grading level and responsibility of the job.
- To understand and comply with the Academy's Equal Opportunities Policy.
- All support staff will work on INSET Days.
- Holiday leave will be in line with the policy for all support staff. Annual Leave cannot be taken during term time.
- All staff are expected to work in a flexible and versatile manner as directed by their line manager.
- Support the Academy's Learning Agenda.
- To take part in a Performance Review System.
- To work within the requirements of the Safeguarding Children's Policy.
- To have a responsibility for promoting and safeguarding the welfare of students.

## Commitment to Safeguarding Children

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Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with by:

- Having awareness of school safeguarding policy and procedures regarding child protection.
- Become aware of the signs and symptoms of abuse by attending relevant safeguarding training.
- Understand and support the Academy by attending training relevant to current national safeguarding issues such as The Prevent duty, Child Sexual Exploitation, Female Genital Mutilation.
- Report all causes for concern to the Safeguarding team using detailed and accurate information.



- Ensure the safety of all pupils in the school learning environment both indoor and outdoor.
- Being fully aware of and understanding the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people.

## Equalities

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- To ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

## Health and Safety

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- To ensure a work environment that protects peoples' health and safety and that promotes welfare, and which is in accordance with the Trust's Health and Safety policy.

## Corporate Responsibilities

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- To assist with student needs as appropriate during the school day.
- To show support for and uphold our ethos, value, all policies and procedures.
- To promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- To support the induction of new staff, students and apprentices.
- To communicate effectively and professionally, both orally and in writing.
- To make a positive contribution to the wider life and ethos of the school.
- To act with professionalism, integrity and with due regard to matters of a confidential nature at all times.
- To comply with any reasonable request from a manager or Principal to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.

## Notes

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- a) The above responsibilities are subject to the general provisions of the appropriate conditions of service document.
- b) The detail of the duties will be determined following consultation with the post holder.
- c) The Trust operates a no smoking policy on campus.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.



## Special Features

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- The postholder shall be required to work in any of the schools/academies within The de Ferrers Trust group of academies as directed by the Chief Executive.
- Be a professional role model, and understand and promote the aims and values of the Trust.

## PERSON SPECIFICATIONS: HEAD OF BIOLOGY

Education & Qualifications	Essential	Desirable
Qualified Teacher Status and degree	✓	
Recent leadership professional development or evidence of further study	✓	
Experience		
Proven ability of successfully leading staff teams / curriculum development and measuring progress	✓	
Experience of leading and supporting CPD	✓	
Experience of coaching / mentoring / supporting colleagues.	✓	
Knowledge & Skills		
Good organising, planning and prioritising skills	✓	
Ability to remain calm in situations of high tension.	✓	
Ability to manage own workload and work on own initiative.	✓	
Ability to work constructively as part of a team.	✓	
Ability to relate well to children and to adults.	✓	
Ability to communicate effectively both orally and in writing.	✓	
Methodical with a good attention to detail.	✓	
Personal Attributes		
Builds personal relationships with stakeholders, through regular contact and consultation.	✓	
Understands the academy's development plan and how it relates to team and individual objectives.	✓	
Accepts, supports and quickly implements change.	✓	
Identifies and promotes best practice and encourages the sharing of ideas.	✓	
Proactively seek opportunities to increase job knowledge and understanding.	✓	
Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members.	✓	
Works with others to resolve differences of opinion and resolve conflict in a professional manner.	✓	
Requires minimum supervision, however, would accept support and direction from senior staff members.	✓	
Takes responsibility for own and team actions.	✓	
Take quick and effective action.	✓	
Demonstrates focused implementation of role and responsibilities.	✓	
Provides timely, sensitive and honest feedback on performance where appropriate.	✓	
Is accountable for own development and encourages the ownership of development needs amongst team members.	✓	
Commitment		
Committed to The de Ferrers Trust values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust	✓	
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	✓	
Committed to own continual professional development	✓	

Other		
Ability to travel to other Trust sites	✓	
Is fluent in the use of the English language	✓	
<p><i>Note:</i></p> <p><i>In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:</i></p> <ul style="list-style-type: none"> <li>• <i>Motivation to work with children and young people.</i></li> <li>• <i>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</i></li> <li>• <i>Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.</i></li> </ul>		



## KEEPING CHILDREN SAFE IN EDUCATION:

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check in order to satisfy our statutory obligations.

All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.



## The de Ferrers Trust

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🌐 [www.deferrerstrust.com](http://www.deferrerstrust.com)

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