

## PRESTON MANOR SCHOOL

Upper School Site: Carlton Avenue East, Wembley, HA9 8NA

Head of Upper School: Mr. Tom Phillips

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Lower School site: Princess Avenue (off Carlton Avenue East), Wembley, HA9 8LZ

Head of Lower School: Mr. Kevin Atkinson

Email: [lowerschooladmin@preston-manor.com](mailto:lowerschooladmin@preston-manor.com) | Tel: 020 8385 4089

**Executive Headteacher:** Mr. Russell Denial | Website: [www.preston-manor.com](http://www.preston-manor.com)



# HEAD OF KS5 BIOLOGY INFORMATION PACK

**Permanent, fulltime role: Inner London Teachers Pay Scale + TLR 2a £3,391**  
**Required from: September 2025**

**Closing date: noon on Wednesday 25<sup>th</sup> June 2025**  
**Interviews: w/c 30<sup>th</sup> June 2025**



We **'ARE'** Preston Manor School  
Ambition | Responsibility | Excellence



## Welcome to Preston Manor School

A very warm welcome to Preston Manor School and thank you for your interest in the position at our school. I hope that you will find this information pack helpful. I am delighted to be the Executive Headteacher of such a vibrant and dynamic school. The school is based across two sites with our Lower School teaching children from Reception through to Year 6 and our Upper School developing the potential of our students from the time they join us in Year 7 through to the time many of them leave to take up places at Russell Group universities. We also have extensive outdoor space. As a result our children benefit from plenty of exercise and learning outdoors at all stages of their school life.

This post is an opportunity for you to work alongside highly aspirational staff in an all-through school. The school has undergone some positive changes, including our new centralised behaviour system and curriculum review.

Preston Manor has a creative climate of success with results exceeding national averages amongst a diverse and truly comprehensive school community. Our aim is to provide all our students with the best education regardless of their starting point. We provide a service to our school community and we hold true to the fundamental values of equal opportunity and inclusion for all.

Our School is underpinned by three core values: *Ambition, Responsibility and Excellence*. We are *ambitious* for our young people and we develop each individual to be ambitious for themselves. We encourage our students to take *responsibility* for themselves as well as each other in our strive to achieve *excellence* for everyone.

We are looking for a professional who is energetic, forward thinking and deeply caring who will be responsible for providing outstanding teaching in our school. We want you to enjoy this next step in your career so supporting your professional growth and development will be one of our fundamental priorities.

I do hope that you will consider applying to join our successful and happy school and look forward to receiving your application.

Yours sincerely

Mr R Denial  
Executive Headteacher



The success of Preston Manor School is built on an 80-year old reputation which continues to flourish through its committed staff, dedicated Governors and supportive parents.

We are an all-through school with students ranging from 4 – 19 years. Staff are expected to make the most of this all through provision and to liaise with relevant colleagues in all parts of the school. The school is based over two sites and there may be times when colleagues are expected to work across both sites with students.

We value working in partnership together with our young people to achieve the best outcomes for every student that joins our prestigious school. The school is oversubscribed for places, reflecting the reputation the school has for its academic rigour and excellence in teaching and learning.

We are proud of our focus on student and staff wellbeing, which is evident from the moment you step into our community. We are driven in our aims and ambitions and aspire to continue to build on our success in a supportive and friendly environment.

At Preston Manor we celebrate diversity and equality of opportunity, which is reflected in our high staff-retention rates and the successes of our student population.

This is an exciting opportunity for an experienced leader and Science teacher who is passionate about teaching the subject they love. You will be working with a dedicated Science team of teachers and technicians and will be teaching students with a real passion for the subject. Many of our students take separate Science qualifications at GCSE and progress on to Science courses in our 6<sup>th</sup> Form and our Science outcomes have been high across many years.

The successful candidate will have the vision, creativity and experience to drive the continued development of Key Stage 5 Biology. They will join an energetic school which strives to ensure that all students enjoy learning and surpass expectations for achievement.

The successful candidate will be expected to be able to teach at all Key Stages. They will take on the full responsibility for KS5 Biology.

**You will:**

- have a passion for teaching and learning
- be an innovative and strategic thinker with vision and ideas
- be an excellent practitioner
- lead by example and act as a strong role model to students and staff
- have a positive, can do attitude with staff and students
- be able to demonstrate excellent leadership and management skills
- have a proven track record of achieving outstanding student progress through own practice
- be an effective team player and value every aspect of the life of the school
- have effective interpersonal skills with the ability to inspire students and staff
- be an active learner, who constantly strives to improve, with the desire to progress

**We offer:**

- the opportunity to work across the education phases
- motivated, enthusiastic and ambitious students
- a friendly and supportive team of teachers
- well-resourced facilities
- a professionally stimulating and collaborative working environment
- a commitment to professional development, including an excellent CPD programme including ECT induction and Train to Teach candidates

The school is situated within walking distance of the world famous, Wembley Stadium, which offers easy access to newly created facilities including the London Designer Outlet. The school benefits from excellent transport links via public transport and is located a short walk from both Wembley Park and Preston Road Underground Stations. Central London locations are accessible within 20 minutes from the school.

The school is also easily accessible from main roads including the M25, M1, M40, A40 and A406.

The above post provides an excellent opportunity to work in a high quality environment and to become part of a highly motivated and visionary staff.

The successful candidate will be expected to carry out their role on the school site.

Student quotes:

***"Students at Preston Manor are always aiming high supported by the teachers who push them further."***

***'Preston Manor is a vibrant, diverse and enriched community. The discipline and teaching is first-class, giving us a wider perspective of how the world around us works.'***

### **Safeguarding**

Preston Manor School and its staff are committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure procedure at the Enhanced level. It is an offence for any person barred from working with children to apply for this post.

The School's Application Form will only be accepted from candidates who have completed this form in full. CV's will not be accepted as a substitute.

In addition to completing an application form, all applicants will be required to complete a criminal records self-declaration form. Please note you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you have a conviction and are not sure whether it is 'protected', please visit the Gov.UK link below:

<https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution>

The safeguarding responsibilities of this post have been outlined in the job description and person specification.

Preston Manor School is committed to Equal Opportunities and welcomes applications from all sections of the community.

For further information and an application pack, email **hadmin@preston-manor.com** or download the pack from our website at **www.preston-manor.com**

The school reserves the right to close the vacancy earlier than the date advertised, so early application is advised.

# JOB DESCRIPTION

## JOB PURPOSE

To lead a team of subject teachers and to be responsible for:

- The work of those teachers
- The development of the subject, both its long-term curriculum and resources planning and effective day-to-day teaching
- The care of staff and students in the subject area
- Raising standards and improving examination results
- Making a significant contribution to the development and implementation of school policies that create a positive learning culture

The main role of every teacher is to promote the highest possible achievement of students through consistently high quality teaching

## Main duties and Responsibilities:

- To safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.
- To set high expectations which inspire, motivate and challenge students.
- Teach across the age and ability range demonstrating good subject and curriculum knowledge. Adapt teaching so that it responds to the strengths and learning need of all students.
- Plan and teach well-structured lessons within a coherent curriculum that meets statutory and other relevant requirements.
- Assess, record and report on the development, progress and attainment of students in line with school policy.
- Complete school reports for parents/carers on students' attainment and progress in line with school procedures.
- Provide students with regular supportive feedback to raise progress and attainment by setting and marking work carried out by the student both in school and elsewhere.
- Manage students' behaviour to ensure a good and safe learning environment in line with the school's policies on behaviour.
- Develop and maintain professional relationships with colleagues.
- Manage and deploy support staff in classrooms as and when required.
- Take responsibility for personal development and improving own teaching practice through appropriate professional development
- Attend staff and departmental meetings, training days and parent's evenings.
- Carry out pastoral duties including the role of a Form Tutor as required.
- Produce and maintain attractive classroom displays.
- Promote equal opportunities for all within the school community.
- As an all-through school all staff are expected to make the most of this provision and to liaise with relevant colleagues in all parts of the school. The school is based on two sites and there may be times when colleagues are expected to work across both sites with students.
- To carry out the professional duties of a school teacher, under the direction of the Executive Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).



**Responsibilities of Head of KS5 Biology in addition to generic classroom teacher's responsibility:**

- To demonstrate high standards of teaching and learning and be committed to developing the skills and knowledge of other staff who teach KS5 Biology to raise attainment (including providing internal inset for Biology staff on current and new developments of the A-level curriculum)
- To ensure A-level Biology students have high expectations of themselves and show excellent attitudes to learning, through regular communication with teachers, students and parents. Reporting to the Head of Science and 6<sup>th</sup> Form pastoral team where necessary.
- To monitor the work of Biology staff at KS5, reporting regularly to the Head of Science. Involves monitoring of student work and learning in the classroom, interviews with students and reviewing internal and external assessment scores.
- To effectively line manage staff from the Science department, be an ECT mentor and be a PGCE mentor as requested by the Head of Science.
- To collaborate with their team and the 6<sup>th</sup> Form pastoral team, to develop students' independent learning skills, including coordinating initiatives to ensure effective transition from year 11 to year 12, so learners are successful with A-level study.
- To ensure high quality schemes of learning for KS5 Biology.
- To ensure appropriate delivery of practical skills at KS5 Biology, including following exam board procedures in regards to PAGs.
- To evaluate the strengths and areas for development of the KS5 Biology department at key review points in the year and set development targets to show a commitment to maintaining and raising attainment in this area.
- To track student progress at KS5 Biology, to include developing appropriate high quality assessments and conducting timely identification of students who are underachieving in KS5 Biology.
- To plan and evaluate the effectiveness of interventions (to raise the attainment of individual students underachieving in KS5 Biology).
- To ensure that predicted grades are communicated effectively to students and parents at key points in the academic year.
- To liaise with KS Co-ordinators to develop schemes of work in Biology units at KS3 and KS4 where needed, and assist with development and delivery of KS4 Biology PAGs.
- To support the Head of Department in developing the skills of teachers who are not Biology specialists.
- To arrange external visits and trips for KS5 Biology students where appropriate.
- To manage the issuing of textbooks, exercise books and exam revision materials to KS5 Biology students.
- To ensure that cover work is set for KS5 Biology classes if a member of staff is absent and is unable to set their own cover.
- To submit external entries for KS5 Biology to the Exams Officer.
- To organise the Biology contribution to 6<sup>th</sup> Form open evenings and Year 6 open evenings and to assist KS3 and KS4 co-ordinators with Biology contributions at KS3 and KS4 for Year 6 open evening.
- To plan, order and co-ordinate KS5 Biology resources for learning including books, exam papers, interactive resources, chemicals, biological substances and organisms and apparatus and to liaise with the Team Leader for Science Technicians and Head of Science with such expenditure.
- To manage the KS5 Biology budget.
- To carry out any other reasonable duties as requested by the Head of Science.

The above responsibilities are subject to review and may be modified in the light of personal or professional development and changing school needs.

The post holder is required to support and contribute to the school's ethos; its objectives, policies and procedures as agreed by the governing body. The post holder shall be subject to all relevant statutory and institutional requirements and must comply with all General Data Protection Regulations (GDPR).

**Job descriptions are reviewed regularly and may be amended following discussion with the post holder.**

**This job description should be read in conjunction with the School Teachers' Pay and Conditions Document (STPCD).**

## **PERSON SPECIFICATION**

### **QUALIFICATIONS**

#### **Essential**

- Qualified Teacher Status
- All other appropriate academic qualifications including the completion of Induction for qualified teachers
- Good Degree
- Ability to teach across subject areas
- Biology specialist

#### **Desirable**

- MA (or enrolment in programme)
- Middle leader qualification

### **KNOWLEDGE AND EXPERIENCE**

#### **Essential**

- Experience of teaching in the subject area
- Clear evidence of successful teaching across the full ability and age range and at examination level (including A Level)
- Monitoring and evaluation
- Strategies for social inclusion, personalised learning and adaptive teaching across a mixed ability range

#### **Desirable**

- Experience of carrying out lesson observations and feeding back to staff members
- Experience of designing and implementing interventions to raise achievement with targeted groups of students
- Experience of facilitating team meetings
- Experience of implementation and monitoring of school and departmental policies
- Ability to develop other staff in these areas

### **SKILLS AND ABILITY**

#### **Essential**

- Effective organisational skills and the ability to meet deadlines
- Ability to gather, analyse and interpret data for effective target setting
- Dynamic and innovative approach to teaching and learning developments within a department

- Ability to plan strategically in order to raise achievement
- Ability to model effective teaching methods in order to raise achievement
- Ability to assess and promote student progress in a variety of ways
- Good interpersonal and communication skills
- Confident use of ICT
- Ability to lead and influence others
- Ability to plan strategically in order to raise achievement
- Ability to build positive working relationships with colleagues and provide support through coaching/line management
- Ability to write clear concise reports
- Ability to carry out lesson observations, provide feedback and set suitable targets
- Ability to lead, manage and implement changes to the curriculum

#### **Desirable**

- Ability to analyse data to track student progress and identify underachievement
- Ability to delegate responsibility to teachers
- Ability to monitor and evaluate the impact of interventions and other initiatives
- Ability to set developmental targets for others

### **EQUAL OPPORTUNITIES**

#### **Essential**

- Awareness and commitment to equal opportunities issues and how these can be addressed in the classroom environment
- Commitment and contribution to School policies
- Committed to the promotion of equal opportunities

#### **Desirable**

- Willingness to help formulate and implement equal opportunities policies

### **CHILD PROTECTION**

#### **Essential**

- To safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct

### **DISPOSITION**

#### **Essential**

- Commitment to the comprehensive ideal, social inclusion and to raising standards for all students
- To be interested in students as individuals, how they learn and in developing ways of removing barriers to learning
- Interest in developing interventions to counteract disadvantage, prevent underachievement and improve the literacy levels of all students
- To believe in the importance of teamwork and a collaborative approach
- Flexible approach and a sense of proportion
- Ability to work hard with competing deadlines, prioritising appropriately and maintaining good humour
- To display a warm and approachable demeanour
- To display a professional manner
- To be positive and constructive



- To be resilient and assertive
- Empathetic and sensitive to differing viewpoints
- Willingness to contribute to extra-curricular activities within the department
- Energetic and enthusiastic with positive outlook

**Desirable**

- Evidence of commitment to and understanding of collective responsibility