



# WHITMORE HIGH SCHOOL

Headteacher: Susan Hammond MA  
Headteacher's PA: Janina Zachopoulos-Butler

Porlock Avenue, Harrow HA2 0AD  
Telephone: 020 8864 7688  
[www.whitmore.harrow.sch.uk](http://www.whitmore.harrow.sch.uk)  
Email: [office@whitmore.harrow.sch.uk](mailto:office@whitmore.harrow.sch.uk)

September 2022

Dear Colleague

## KS5 BIOLOGY CO-ORDINATOR

Thank you for your interest in applying for the above role at Whitmore High School.

Whitmore is a happy, successful school and we are seeking to appoint someone to join our team and make a positive impact on students' lives.

Staff here are supportive, caring and committed to a collaborative approach to teaching and learning. As a new member of staff, you can expect a warm welcome and a wide range of CPD opportunities to develop your practice and career. Our state-of-the-art building provides excellent resources for both staff and students.

I do hope the attached job description, alongside the information on our website, inspires you to make an application and we look forward to welcoming successful applicants for interview.

**The closing date is at 9.00am on Tuesday 27<sup>th</sup> September 2022**

I look forward to hearing from you.

Yours sincerely

Susan Hammond  
Headteacher

**When applying, please complete all sections of the application form and ensure that you do not leave any gaps in your qualification/work history and that you give details of any periods not accounted for by full time employment, education or training. Forms with missing sections and/or gaps may not be considered.**

Whitmore High School is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment.

Our CP Policy is available on the school's website [www.whitmore.harrow.sch.uk](http://www.whitmore.harrow.sch.uk)

All appointments are subject to an Enhanced Disclosure and Barring Service check and pre-employment checks. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Under the Rehabilitation of Offenders Act 1974, this post is listed as an exempted employment. You therefore need to reveal all spent convictions during the recruitment and vetting process.



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## Whitmore High School KS5 Biology Coordinator – TLR 2A £2,873

The details outlined represent the school's supplement to the requirements for a main scale teacher (attached).

### Reporting

Reporting to Head of Department (HOD)

### Main Duties

Whoever is appointed must:

- teach well across the 11-18 age range
- take responsibility for allocated Science classes across the 11-18 age range; be prepared to meet the organisational demands imposed by a syllabus with coursework elements
- take full responsibility for the planning, development and administration of Biology A Level (including schemes of work, resources and revision materials)
- play an active role in the development of the Science curriculum, in the design of effective classroom strategies and resources and the development of Physics across all Key Stages
- contribute to the annual subject development plan
- set and monitor subject targets for pupils at KS5, liaising with the Head of Department and Head of 6<sup>th</sup> Form
- assist the Head of Department in promoting and maintaining high standards of behaviour
- maintain and contribute to the development of Science departmental procedures and routines
- work effectively as a member of a Pastoral (Year) team and be prepared to be a form tutor
- maintain school policies, procedures and routines
- carry out other tasks as required to meet the changing needs of the school and department

### Personal Specification

The person appointed will need:

- to be a well-qualified and experienced teacher of Biology (including A Level) and general science with excellent subject knowledge
- to be enthusiastic and lively in approach
- to have had successful teaching experience across the full age range, meeting syllabus and coursework requirements
- to have had successful experience of curriculum development and other responsibilities within the department
- to have a sound knowledge of current issues in the teaching and learning in Science and to have played an effective
- role in the development of the Science curriculum and resources to meet the demands of the National Curriculum and examination syllabuses
- to have an interest in the development of ICT and its application in Science and Science teaching
- a commitment to ensuring high standards of both teaching and learning
- to have displayed initiative in her/his work and to work well under pressure
- to believe in the importance of teamwork and show evidence of successful collaborative work with other members of the department, and the ability to lead a team



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## WHITMORE HIGH SCHOOL TEACHER OF SCIENCE (MPS)

### JOB DESCRIPTION

At the heart of a successful school is the provision of high quality teaching, the effective use of resources, improving standards of achievement for all students, and the promotion of students' personal development and well-being. A subject teacher plays a key part in this provision by a commitment to the school's ethos, by working effectively in subject and pastoral teams, and by delivering high standards of teaching and learning and personal care. In this way, s/he assists the school in reaching its targets and objectives.

### JOB PURPOSE

To teach pupils across the full age and ability range present in the school in order to ensure the highest possible standards of pupil achievement, personal development, and well-being.

### REPORTING

The post holder will report to the specified Head of Department and Head of Year.

### WORKING TIME AND CONDITIONS

These will be as specified in the latest School Teachers Pay and Conditions Document

The post holder will continue to meet, maintain, and build upon, as appropriate:

- the National Standards for QTS as laid down by the Training and Development Agency, relating to
  - a) Professional values and practice
  - b) Teaching
  - c) Knowledge and understanding
- the Induction Standards
- the Threshold Standards

(Please see [www.tda.gov.uk](http://www.tda.gov.uk))

### ACCOUNTABILITIES

- To promote and be committed to the school's aims and objectives
- To maintain and contribute to the development of school policies
- To promote and be committed to securing high expectations for learning and the raising of achievement
- To work with teachers in the department to create resources and support extra-curricular activities
- Within school and subject policies, to:
  - Effectively teach National and School Curricula
  - Set appropriate homework
  - Mark work, assess, record, track and report student progress, using available data
  - Provide a stimulating learning environment
  - Have due regard for maintaining health and safety and security in the areas s/he uses
  - Contribute to department and school enrichment programmes
- To be a member of a pastoral team and, if required, a form tutor carrying out the associated responsibilities
- To assist with the effective operation of subject and year teams by, individually and with others:
  - Developing schemes of work, resources, teaching and learning strategies
  - Contributing to team review, monitoring and evaluation, and the development of working practices
  - Participating in working groups, ad hoc projects



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- To participate positively in professional development activities
- To participate positively and cooperatively in the school's scheme for Appraisal
- To be committed to the principles and practice of inclusion and equal opportunities for all
- To be committed to the principles and practice of safeguarding all young people

## Other Specific Duties

- To undertake any other duty as specified by the STPCD not mentioned in the above
- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description

The job description is current at the date shown, but, in consultation with you may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

## PERSON SPECIFICATION

Whoever is appointed will need:

- to be a well-qualified Science teacher, with excellent subject knowledge, and successful experience in teaching Science to A Level is essential
- to be enthusiastic and lively in approach
- a sound knowledge of current issues in Science teaching and the National Curriculum with the ability to relate this knowledge to effective practice
- a commitment to ensuring high standards of both teaching and learning in the department
- to be prepared to work beyond the school day to run extra-curricular activities
- to enjoy working collaboratively as a full department member
- to be keenly interested in children as individuals, in how they learn and in a collaborative approach to learning
- to be committed to the comprehensive ideal, to the principles and practice of equal opportunities and of mixed attainment teaching
- to believe in the importance of team work and show evidence of successful collaborative work with other members of the department, and the ability to lead a team
- to be aware of, and committed to, health and safety at work

September 2022