



## Job Description

<b>Post</b>	<b>Subject Lead for Biology</b>
<b>Department</b>	Science
<b>Reporting to</b>	Director of Learning - Science
<b>Liaising with</b>	Director of Learning, Heads of Year, Teaching and Associate Staff, Students and Parent/Carers
<b>Salary/Grade</b>	MPS/UPS (TLR 2B £5000)
<b>Start Date</b>	September 2022

### **About Rugby Free Secondary School**

We are at the start of a very exciting journey and have worked extremely hard over the last year to create a culture of high expectations across the school, supported every step of the way by our Trust. This has been achieved through the development of strong and positive relationships with staff, students, parents and carers. Our reflective approach means we are always striving to improve in all we do and believe that mistakes are only an opportunity to learn.

Taking a broad holistic approach, we identify the barriers to learning that are likely to affect our students and work relentlessly to address them.

Our aim is for all students in our care to have the capacity to achieve their full potential and for our curriculum to nurture and develop each child's hidden talents throughout their time at RFSS.

It is an exciting time to be working part of the RFSS family and as part of our trust Learning Today, Leading Tomorrow. RFSS opened in 2016, we relocated to our brand-new purpose-built facility in February 2020 and secured 'Good' in our most recent Ofsted inspection (July, 2021).

The road hasn't been smooth, but it is a school committed to providing success for all its students and providing a workplace that supports its staff to ensure they are able to work to the best of their ability for our students every day.

You won't find teachers and staff anywhere else who are as committed to a school's purpose and supporting its success. Relationships are at the heart of RFSS and underpin our new core values and we are always looking for dedicated staff who share our ethos and demonstrate our values.

Please find below link to our website with the latest Ofsted report when we were graded as 'Good'.

<https://www.rugbyfreesecondary.co.uk/ofsted>

#### **Our Values are:**

**Kindness** – The quality of friendliness, generosity, consideration, honesty

**Collaboration** – The belief that working and learning with others will lead to greater success

**Curiosity** – A strong desire to know and to learn

**Resilience** - The ability to recover quickly and learn from the difficulties we face

**Respect** - To appreciate the importance of understanding and admiration for others and self

**Endeavour** - The belief that hard work is needed to achieve something we can be proud of

### **Areas of responsibility and key tasks**

## **Core duties as a subject leader**

### **Curriculum Development**

- To have an awareness of specification changes and amendments and ensure this is communicated to all teachers
- To engage in subject networks including PiXL and local learning communities
- To develop curriculum road maps and implementation plans which are effectively sequenced and consider the national curriculum and key transition points (KS2-3 – KS3-4 – KS4-5)
- To ensure all teachers are provided with subject specific development opportunities appropriate to their level of experience including; specification training, exam board support, joint planning and marking moderation to ensure they have the skills and confidence needed to deliver the curriculum
- To ensure that all implementation plans incorporate explicit Set for Life and Enrichment Opportunities
- To develop assessments in line with the RFSS assessment principles which assess the key learning and are appropriately differentiated to enable progress for all
- To create opportunities to continue to improve the quality of Teaching and Learning within the faculty
- Effectively manage and deploy teaching/support staff, financial and physical resources within the subject area

### **Curriculum Implementation**

- In collaboration with Directors of Learning quality assure implementation plans and curriculum roadmaps ensuring they adhere to whole school Teaching and Learning principles.
- To quality assure the curriculum using; student voice, work scrutiny, learning walks and deep dives and amend the curriculum accordingly

### **Curriculum Impact**

- To ensure that there are clear processes for standardisation and moderation for all assessments and changes to both the curriculum and professional development are made accordingly
- Analyse and evaluate data within the subject; class groups, question level analysis, subject groups and teaching groups.
- Identify and address areas for improvement for both students and staff development including intervention and catch-up plans, subject development opportunities and amendments to curriculum plans.

### **Leadership and Management**

- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures
- To ensure that the faculty quality assurance procedures meet the requirements of Self Evaluation and the School Improvement Plan
- To ensure that all relevant policies are adhered to within the faculty such as Marking and Feedback, Assessment and Relationship for Learning policy
- To support the development of Early Career teachers
- To work collaboratively with other Senior Middle Leaders to further drive improvement
- To celebrate success within the subject and create opportunities for showcasing excellence

## **Core duties as main scale teacher**

### **Teaching and Learning and Assessment**

- To teach Design and Technology across the age and ability range

- To prepare students for external examinations and assessments as directed by the Director of Learning

**Key Tasks**

- To prepare and deliver lessons according to school/departmental schemes of work
- To mark and assess students' work according to the school/departmental policies
- To attend and contribute to relevant meetings
- To play an active part in the long term development of the Department
- To play a full part in the allocated Head of Year Team – including carrying out duties as a form tutor, if appropriate
- To play a full part in safeguarding students and contributing to their personal development and well-being

### **Additional Duties**

- To play a full part in the life of the school community, to support its distinctive ethos and to encourage other staff and students to follow this example

### **Safeguarding**

- Rugby Free Secondary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this and the below commitments.
- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders.
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
- To identify children who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
- To consider at all times what is in the best interests of the child
- To protect children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all children to have the best outcomes
- Checking of visitor identification, especially at the point of school entry and the issuing of relevant safeguarding information.

### **Generic Responsibilities of all Rugby Free Secondary School Staff**

- To continue personal development as agreed.
- To engage actively in the appraisal process.
- To undertake any other duty as specified by the School Teachers' Pay and Conditions Document not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to adhere to the School's agreed Code of Conduct and set an example of personal integrity and professionalism
- Ensure all tasks are carried out with due regard to Health and Safety.
- To remain confidential at all times.
- To adhere to the ethos of the school.
- To promote the agreed vision and aims of the school.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown but in consultation with the post holder may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title

This job description does not form part of the contract of employment. The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.

If you feel that you could bring further impetus to our drive to improve the provision for our students and have the necessary energy, enthusiasm, and sense of humour to take us forward in this exciting curriculum area then please get in touch.

To arrange a visit to school or for an informal discussion with the Director of Learning, please call Vanessa Sorzano-Ince, LT2 Trust Administrator, on 01788 222060 or email;

[vsorzano-ince@learningleading.org](mailto:vsorzano-ince@learningleading.org)

### **How to apply**

- Please click on this link to apply - <https://www.rugbyfreesecondary.co.uk/vacancies>

**Closing date for applications: Monday 26<sup>th</sup> September 2022**

**Interview date: W/C Monday 26<sup>th</sup> September 2022**

*Learning Today, Leading Tomorrow (LT2) is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check. LT2 is always happy to receive speculative applications from excellent teachers and support staff.*

*The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

This job description is current at the date shown but in consultation with the post holder may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. We reserve the right to withdraw this vacancy at any time.