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**Job Description**

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| **Job Title** | **Teacher of Biology** |
| **Job Description** | This job description forms part of the contract of employment of the successful applicant. The appointment is subject to the conditions of employment of Teachers contained in the School Teachers’ Pay and Conditions document and other current educational and employment legislation. |
| **Review Date of Job Description** | January 2020 |
| **Establishment** | Wood Green School, Woodstock Road, Witney, OX28 1DX |
| **Responsible to:** | Head of Biology |
| **Responsible for:** | Teaching and supporting all designated classes in |
| **Purpose of Post** | * To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate * To monitor and support the overall progress and development of students as a Teacher/Form Tutor * To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. * To contribute to raising standards of student attainment * To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth |
| **Teaching** | * To undertake a designated programme of teaching across all key stages * Teach consistently high-quality lessons * Plan and deliver schemes of work and lessons that meet the requirements of the KS3, 4 and 5 * Be a role model for students, inspiring them to be actively interested in Geography * To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS, PARS etc * To complete the relevant documentation to assist in the tracking of students * Set expectations for staff and students in relation to standards of achievement and the quality of learning & teaching * Prioritise and manage time effectively, ensuring continued professional development in line with the role * To follow the school policies and procedures * To ensure the effective/efficient deployment of classroom support * To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework * Follow schemes of work for Biology at all Key stages * Promote aspects of Personal Development related to Geography * Updating professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in the curriculum area of Geography * Promote Biology learning through out of hour’s activities * Ensuring a high-quality learning environment throughout the Biology area. |
| **Assessment, Feedback and Tracking** | * To lead, monitor and evaluate the assessment and feedback to students in line with whole school and department policy * To follow department monitoring and tracking systems relating to students’ attainment, progress and achievement * Mark, grade and give written/verbal and diagnostic feedback as required * Undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures * Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required * Complete the relevant documentation to assist in the tracking of students * To follow department policy regarding department tracking of student progress and use information to inform learning and teaching * Follow setting and co-ordinating assessment arrangements in Biology at all Key Stages, and in all areas as required by school policies, including standardising those assessments. |
| **Staff Development** | * To continue personal development in the relevant areas including subject knowledge and teaching methods * To engage actively in the Performance Management process * Participate in whole school CPD programmes * To take part in the staff development programme by participating in arrangements for further training and professional development. |
| **Student Support and Progress** | * To be a Form Tutor to an assigned group of students * To promote the general progress and well-being of individual students and the Tutor Group as a whole * To liaise with the relevant pastoral leaders to ensure the progress of students * To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life * To evaluate and monitor the progress of students and keep up-to-date student records as may be required * To lead the National Baccalaureate within the tutor group * To contribute to the preparation of Action Plans and other reports as required * To alert the appropriate staff to problems experienced by students * To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff. * To contribute to PSHE and citizenship and enterprise according to school policy * To apply the Behaviour for Learning policy so that effective learning can take place * Meet with students over whom there are concerns and contact home where necessary in conjunction with student support team and department heads. |
| **Safeguarding** | Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school.  Comply with the school’s Safeguarding Policy in order to ensure the welfare of children and young persons. |

**Person Specification**

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| criteria | | qualities |
| **Qualifications  and training** | * Qualified teacher status * Successful teaching experience * Evidence of professional development relevant to this role | |
| **Skills and knowledge** | * Good classroom practice, constantly showing a positive and resilient approach to students and staff * Excellent communication and organisational skills * Knowledge of effective teaching and learning strategies * A good understanding of how children learn * Ability to adapt teaching to meet students’ needs * Ability to build effective working relationships with students * Knowledge of guidance and requirements around safeguarding children * Knowledge of effective behaviour management strategies * Effective communication and interpersonal skills * Ability to build effective working relationships with staff and other stakeholders | |
| **Personal qualities** | * High expectations for all students and belief in bringing out the best in all * Commitment to upholding and promoting the ethos and values of the school * Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to equality | |