



# Newquay Tretherras

## Head of Biology

### Job Description and Person Specification

[www.celtrust.org](http://www.celtrust.org)



# Job Description

Purpose of the Post:	To undertake an appropriate programme of teaching in accordance with the duties of a teacher.
Reporting to:	Executive Headteacher through linked Deputy Headteacher and Head of Science
Location:	Based at Newquay Tretherras, but there may be a requirement to travel to undertake work at or for academies within Cornwall Education Learning Trust
Salary Grade:	Teachers' Main Pay Scale / Upper Pay Scale and TLR2b

## **Principal Responsibilities:**

- ❖ Under the reasonable direction of the Headteacher, to carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- ❖ To raise standards of student attainment and achievement within Geography and to monitor and support student progress.
- ❖ To be accountable for student progress and development.
- ❖ To develop and enhance the teaching practice of others.
- ❖ To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying Biology for Years 7 -13, in accordance with the aims of the school and the curricular policies.
- ❖ To be accountable for leading, managing and developing Biology.
- ❖ To effectively manage and deploy teaching/support staff, financial and physical resources.

## **Operational / Strategic Planning**

- ❖ To lead the development of appropriate curriculum chronicles, resources, schemes of work, marking policies, assessment and teaching and learning strategies in Biology.
- ❖ To be responsible for the day-to-day management, control and operation of course provision within Biology, including effective deployment of staff and physical resources.

- ❖ To monitor actively and follow up student progress.
- ❖ To implement school policies and procedures.
- ❖ To work with colleagues to formulate aims, objectives and strategic plans for Biology which have coherence and relevance to the needs of students and to the School Improvement Plan (SIP) for Newquay Tretherras School.
- ❖ To lead and manage the development of Biology, and to ensure that the planning activities of Biology reflect the needs of students, the SIP and the aims and objectives of the school.
- ❖ To ensure that Health and Safety policies and practices, including Risk Assessments, throughout Biology are in line with national requirements and are updated where necessary by liaising with the SLT.

### **Curriculum**

- ❖ To liaise with the Leadership Team to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the SIP and School Self Evaluation Form (SEF).
- ❖ To be accountable for the development and delivery of Biology.
- ❖ To lead curriculum development for Biology.
- ❖ To keep up to date with national developments in Biology and teaching practice and methodology.
- ❖ To monitor actively and respond to curriculum development and initiatives at national, regional and local levels.
- ❖ To liaise with the Leadership Team and Examinations Officer to maintain accreditation with the relevant examination and validating bodies.
- ❖ To ensure that the development of Biology is in line with national developments.

### **Staff Development**

- ❖ To work with the Leadership Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- ❖ To continue own professional development.
- ❖ To be responsible for the efficient and effective deployment of Biology technicians/support staff.
- ❖ To undertake Performance Management Review(s) and to act as reviewer for a group of staff within Geography.

- ❖ To make appropriate arrangements for classes when staff are absent, and liaising with the Staff Cover Co-ordinator and Cover Supervisor/relevant staff to secure appropriate cover within Biology.
- ❖ 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 promote teamwork and to motivate staff to ensure effective working relations.
- ❖ To participate in the school's ECT/ITT programme.
- ❖ To be responsible for the day-to-day management of staff within Biology and act as a positive role model.

### **Quality Assurance**

- ❖ To ensure the effective operation of monitoring, evaluation and review systems, including writing an annual SEF.
- ❖ To establish the process of the setting of targets within Biology and to work towards their achievement.
- ❖ To establish common standards of practice within Biology and develop the effectiveness of teaching and learning styles.
- ❖ To contribute to the school procedures for lesson observation.
- ❖ To monitor and evaluate Biology in line with agreed school procedures including evaluation against quality standards and performance criteria.
- ❖ To seek/implement modification and improvement where required.
- ❖ To ensure that Biology's quality procedures meet the requirements of Self Evaluation and the SIP.

### **Data / Assessment**

- ❖ To make use of analysis and evaluate performance data provided.
- ❖ To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- ❖ To produce annual reports within the quality assurance cycle for Biology.
- ❖ To produce annual reports on examination performance, including the use of value-added data.
- ❖ In conjunction with the Leadership Team, to manage Biology 's collection of data.

- ❖ As required, to provide the Governing Body with relevant information relating to Biology's performance and development.

### **Communications**

- ❖ To represent Biology's and school's views and interests and to contribute to whole school matters at the school management meetings and beyond.
- ❖ To ensure that all members of the department are familiar with its aims and objectives.
- ❖ To ensure effective communication/consultation as appropriate with the parents of students.
- ❖ To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies as required.
- ❖ To contribute to the planning and delivery of school liaison activities.
- ❖ To lead the development of effective subject links with partner schools and the community, promoting subjects effectively at liaison events in school, partner schools and the wider community.

### **Pastoral System**

- ❖ To monitor and support the overall progress and development of students within Biology
- ❖ To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- ❖ To act as a Form Tutor and to carry out the duties associated with that role.
- ❖ To contribute to cross-curricular developments when required.
- ❖ To ensure the Behaviour Management system is implemented in Biology so that effective learning can take place.

### **Management of Resources**

- ❖ To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the Science budget, acting as one of the cost centre holders for department, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- ❖ To work with the Head of Science and Leadership Team in order to ensure that Biology's teaching commitments are effectively and efficiently time-tabled and roomed.
- ❖ Teachers on the Main Professional Grade are expected to demonstrate their progress towards meeting the Threshold Standards. Teachers who have successfully passed through the Threshold are expected to show that they continue to meet those standards and are satisfying the criteria for UPS progression.

### **General Responsibilities applicable to all staff:**

- ❖ To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- ❖ To work effectively with other members of staff to meet the needs of all pupils.
- ❖ To work with professionalism in line with the Trust's Code of Conduct.
- ❖ To attend staff meetings and Trust-based INSET as required.
- ❖ To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ❖ To be aware of and adhere to all applicable Trust policies and procedures.
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

### **Note:**

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the postholder.

## **SPECIAL CONDITIONS OF EMPLOYMENT:**

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.

**Newquay Tretherras**

**February 2023**

# Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> </ul>	<ul style="list-style-type: none"> <li>• Further academic qualification</li> </ul>	Application Form / Interview
Skills and Experience	<ul style="list-style-type: none"> <li>• Teaching experience</li> <li>• Communicate clearly and efficiently with pupils, parents, colleagues and the wider community;</li> <li>• Manage change effectively by supporting colleagues involved in responding positively to new demands;</li> <li>• Organise and maintain necessary administrative systems;</li> <li>• Absorb information and plan accordingly;</li> <li>• Deal with paperwork quickly and efficiently;</li> <li>• Plan, schedule and guide the work of others.</li> <li>• A clear understanding of using data to track and monitor individual students</li> <li>• Demonstrate a variety of teaching strategies in the classroom;</li> <li>• Contribute to the teaching of the subject within the whole school curriculum;</li> <li>• Create good relationships with students based on respect and fairness;</li> <li>• Communicate appropriately with a varied range of people;</li> <li>• Organise and maintain necessary administrative systems;</li> <li>• Work on their own initiative;</li> <li>• Use ICT confidently and innovatively as part of their teaching repertoire.</li> <li>• Ability to work under pressure and prioritise effectively</li> </ul>	<ul style="list-style-type: none"> <li>• A level teaching</li> <li>• Prepared themselves through appropriate INSET for a leadership position;</li> <li>• Demonstrated good organisational skills in a previous post of responsibility;</li> <li>• A proven teaching record;</li> <li>• Held responsibility for curriculum initiatives either within a team or across the school.</li> <li>• Taught in a variety of school contexts;</li> <li>• Been actively involved in some school activity beyond the classroom;</li> <li>• Been supportive of pupil self/ peer assessment;</li> <li>• Used a variety of resources to extend learning;</li> <li>• Organised their groups in a variety of learning structures including whole class, groups and individually;</li> </ul>	Application Form / Interview
Specialist Knowledge	<ul style="list-style-type: none"> <li>• Have a proven track record as a successful classroom practitioner, securing high outcomes for students</li> <li>• Value the education of every child as equally important;</li> </ul>		Application Form / Interview



	<ul style="list-style-type: none"> <li>• See education as a partnership between the home and school;</li> <li>• Be committed to equal opportunities;</li> <li>• Believe in a child's entitlement to a broad, balanced, meaningful education;</li> <li>• Value people as being of greatest importance;</li> <li>• Promote a positive image of the school.</li> <li>• Recognise that it is the task of management to provide active support for colleagues;</li> <li>• Be committed to quality in all aspects of their work.</li> <li>• Effective communication, presentation and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>• Demonstrate an awareness, understanding and commitment to the protection and safeguarding of children and young people</li> <li>• Demonstrate an awareness, understanding and commitment to equality and inclusion</li> </ul>		
<p>Values Related Qualities</p>	<ul style="list-style-type: none"> <li>• A positive commitment to promoting a culture of challenge and aspiration for disadvantaged learners across the curriculum</li> <li>• A strong academic approach and an uncompromising, relentless commitment to ensuring high standards for all</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Unrelenting optimism and loyalty to the school, its staff and students.</li> </ul> <p>A commitment to promoting the ethos and values of CELT:</p> <ul style="list-style-type: none"> <li>• <b>Collaborate</b> – ability to work effectively as a team</li> </ul>		<p>Application Form / Interview</p>

	<ul style="list-style-type: none"><li>• <b>Empower</b> – ability to take initiative and problem solve in order to improve performance</li><li>• <b>Leadership</b> – To lead by example and achieve shared goals</li><li>• <b>Transformation</b> – ability to recognise a need for change and adapt accordingly</li></ul>		
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