**JOB DESCRIPTION**

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| **Job Title:** | Teacher of Biology | **Department:** | Science |
| **Hours of Work:** | Full Time  |
| **Responsible To:** | Head of Biology | **Responsible For:** | N/A |

**Summary of Role:**

The Science department comprises 13 teaching staff and 4 technicians. The Science Centre is newly refurbished and has 9 fully equipped laboratories and 2 prep rooms. We also have a roof top greenhouse.

Biology teachers can be expected to teach any year group from year 7 to 13. Year 7 and 8 are taught our own syllabus based on the Exploring Science course. The IGCSE course starts in year 9. Biology is taught as a separate subject, by a specialist from year 8 onwards A level biologists and chemists follow the OCR specification. The A level physicists follow the Edexcel specification.

Class sizes range from 10 to a maximum GCSE group size of 22. The average class size is approximately 15-16.

Biology sits within the thriving Science Faculty; over half of the Sixth Form take at least one STEM subject at A level. All girls follow the Triple Science curriculum in Years 9 and 10 with some continuing with Double Science in Year 11. A level numbers are high with many girls choosing to study Biology or Biology related courses at university.

**Specific Responsibilities:**

1. To teach classes as allocated by the Head of Department.
2. To plan and prepare schemes of work and lessons thoroughly, according to department and school policies.
3. To prepare relevant classes for public examinations at IGCSE and A Level, according to the specifications above.
4. To manage pupils’ behaviour and promote a working atmosphere in lessons by following department and school policy.
5. To set, mark and assess work, record assessments and write reports according to department and school schedules and policies.
6. To write and mark examination/test papers as directed and prepare mark schemes when necessary.
7. To support the department’s work by contributing to initiatives and taking on responsibilities which are reasonably allocated by the Head of Department.
8. To contribute to the co-curricular programme.
9. To undertake supervisory duties.

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * A well-qualified and experienced graduate with a Biology degree
* The ability to teach across all Key Stages including A Level
* Excellent subject knowledge and a commitment to communicate enthusiasm for the subject through dynamic teaching
* To contribute to the co-curricular programme.
* Fluent and accurate written and spoken English.
* Excellent ICT Skills
 | * A qualified teacher or an NQT
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| **Personal Behaviours** |  |
| * A good communicator who is able to inspire an interest in the subject
* An ability to engage warmly and professionally with students
* A calm and confident presence in the classroom.
* Excellent organisational skills
* The ability to work as part of a team in a busy department
* A willingness to be generous with time committed to school, recognising that ours is a school that never closes during term time and the work continues after the final bell of the day has rung
 | * A willingness to make a contribution to the academic enrichment provision offered by the department
* Decision Making Skills – the ability to solve problems and make decisions
* The ability to place your decision-making within the wider context of whole-school needs
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| **Ethos and Whole School Values** |  |
| * Committed to operating as part of the School community
* Committed to the Sacred Heart Values
* Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care
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| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people
* A satisfactory Enhanced Disclosure from the DBS
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