



Job Description – LEAD TEACHER FOR BIOLOGY TLR 2.1

Line Manager
Head of Science

The job description which follows recognises that the core purpose of the role of Head of Biology is to support the Head of Science in providing professional leadership and strategic direction for the teaching and learning of Biology and Medical Science throughout the school in order to secure:

- ◆ high quality teaching and learning for all
- ◆ high standards of achievement for all students
- ◆ the efficient and effective deployment of staff and resources

In addition to the responsibilities set out in the national teaching standards the specific responsibilities for the role of Head of Biology are as follows:

Responsibilities and tasks

Strategic leadership

- To keep abreast of developments in the teaching and learning of Biology and to encourage and support other members of the department to do the same.
- To support the Head of Science in developing a strategic vision for the department
- To attend or convene meetings as are required; these will include, for example, subject meetings, exam review meetings or meetings with the Critical Friend to the department.
- Work with the Head of Science to ensure all statutory elements and agreed school approaches to learning and assessment are embedded into programmes of study. Co-ordinate and contribute to the updating of schemes of work as necessary and oversee their implementation.
- To work with the Head of Science and other co-ordinators to formulate departmental policies in line with school policies and to update these as necessary.

Teaching and Learning

- To work with the Head of Department to ensure that schemes of work at all key stages are relevant, effective, engaging and promote collaborative working.
- Model good practice in teaching, learning and assessment; working with the Head of Department and other members of the team to share good practice and carry out agreed Quality Assurance activities.
- To ensure that strategies for the effective use of data and target-setting within the Department are consistently applied and reviewed as necessary.
- Analyse progress and attainment data to identify under-achievement and work in collaboration with colleagues to ensure pupils receive high quality interventions
- To assist the Head of Department in the running of all internal and external examinations and in making examination entries.
- To ensure the praise and behaviour policy is effectively embedded across the Biology team.
- To make a contribution to learning outside the classroom and links with the wider community.
- To contribute to whole school or cross-curricular priorities through curriculum planning and professional development opportunities.
- To ensure that long-term planning identifies and prioritises effective resources for the teaching of Biology and that departmental resources are well maintained.

Personnel Leadership

- To work with the Head of Department to lead, manage and support the team of teachers who deliver the Biology curriculum at Key Stage 3, Key Stage 4 and Key Stage 5.
- To play an active role in staff professional development, including Appraisal.
- To support trainee or newly qualified teachers working in the department.
- To ensure cover work is set when members of the department are absent due to illness.