



Weald of Kent
Grammar School



Head of Biology

Job Description



Employment Status: Permanent and full-time
Salary: MPS/UPS plus TLR2b (£5,192 per annum)
Start Date: 1 September 2023
Closing Date: Monday 17 April 2023, 9am*
Interview Date: Thursday 20 April 2023/Friday 21 April 2023
Location: Weald of Kent Grammar School is located on two campuses; Tonbridge and Sevenoaks. You will be required to work across both campuses.

*Please note, interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.

The Team

Reporting to: Head of Science

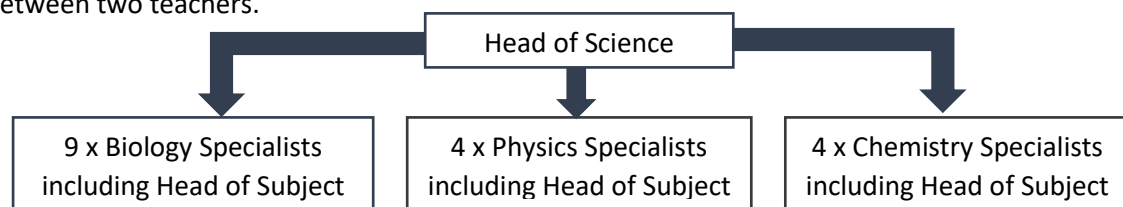
The Science Department has developed a strong reputation for excellent teaching and learning which has resulted in excellent results, a high number of students studying Science at A Level and significant numbers of students then studying for science degrees at leading universities. The Science Department has developed a curriculum which is innovative and focused on developing students' lifelong love of learning, as well as achieving outstanding examination success.

The Science team is constantly seeking ways to improve and engages with educational research to develop the curriculum to equip our students with the substantive, disciplinary and procedural knowledge and opportunities for success to allow them to take the next step with confidence.

The Science Department operates across both Tonbridge and Sevenoaks campuses. It consists of a large number of full and part-time staff along with a strong team of science technicians servicing 15 well equipped laboratories. Much development has gone into enhancing the facilities and our new laboratories at Sevenoaks and Tonbridge provide superb teaching spaces.

Teamwork is vital to the success of a department of this size working over two campuses. It is therefore essential for the successful candidate to be able to galvanize the team, and use the benefits and challenges presented by this to drive teaching and learning forward to meet the needs of our students thus ensuring consistency in standards.

We teach a condensed KS3 curriculum in Years 7 and 8 following the Science Activate scheme, students are taught six-hour long lessons per fortnight. Students follow the AQA GCSE single science specifications throughout Years 9 to 11. In Years 10 and 11, students have a specialist science teacher for each discipline, and a total of thirteen-hour long lessons per fortnight. At A Level our students follow the OCR Physics and Chemistry specifications as well as the Edexcel Biology specifications in ten-hour long lessons a fortnight split between two teachers.



About the Post

The Head of Biology is committed to delivering the school's vision and the high ambitions for the school's future. Their clear strategic and operational activity leads to sustained improvements and raised standards across the organisation. The Head of Biology communicates to others clearly and regularly to their team and those they may work with about the strategic direction of "Development and Standards" policy and the operational functions for which they are accountable. In addition, they ensure that the systems that are introduced are understood and embedded in the every-day work of their Department including any subject specialisms that form part of the area's work. The Head of Biology seeks to challenge underperformance and remove barriers to inclusion and achievement. The Head of Biology is an outstanding teacher and tutor who consistently models Professional Standards. They actively seek out best practice and inspires others also to continue to improve. The Head of Biology actively supports the activities of the school community and the wider community it serves.

The Post Holder's role and responsibilities will be reviewed and negotiated annually to meet the needs of the school community and in order to support the colleague's on-going professional development. The areas of responsibility will include a range of strategic and operational activities.

The Post Holder will support by:

- Leading the Biology department across all relevant key stages.
- Creating and maintaining positive and supportive relationships with students, staff, parents, the PTA, Trustees and all other stakeholders.
- Engaging with appropriate professional development opportunities to promote professional effectiveness in their role.



Job Description

Strategic Responsibilities

- Secure the commitment of others to the vision, ethos, ambitions for the school's future and policies of the school in order to accrue high levels of performance from the personnel and teams for which they have direct identified accountability.
- Carry out routine, rigorous and robust self-evaluation in order to contribute to the creation, implementation and monitoring of the school strategic plan.
- Facilitate opportunities for all staff to contribute to achieving the school's priorities and targets.

Teaching, Tutoring and Learning

- Establishing a learning environment that extends students' academic, personal, learning and thinking skills in order to increase their independence and prepare them to take their place as responsible adults.
- Ensuring classroom practice is always engaging and challenging and that student behavior is well managed and safe.
- Monitoring the quality of learning, tutoring and teaching.
- Analysing performance data to inform improvement strategies.
- Promoting opportunities to share and develop best practice.

Leading and Managing Staff/Resources

- Fostering positive working relationships across the school community.
- Leading groups of staff in development and self-evaluating activities.
- Actively promoting rigorous and developmental performance development processes.
- Informing the Headteacher and Trustees of future development needs that will help to realise the school's vision.
- The effective and efficient deployment of staff and support those staff in carrying out their duties.
- Through advising on priorities for expenditure and in monitoring the effectiveness of spending and usage of resources to ensure value for money with the Head of Science oversight.

Specific Strategic & Operational Responsibilities

Strategic Responsibilities:

- Provide strategic direction for the subject that may form part of their area.
- Establish short, medium and long term plans to meet the Department's and school's priorities.
- Maintain overview of all students' progress (in their identified area) and introduce appropriate intervention strategies to secure student targeted outcomes at the end of each Key Stage.
- Contribute and support the Head of Year/s with Tutor based activities.

Operational Responsibilities:

- Assist with some of the day to day management and development of the Department.
- Monitor the students for which they are directly accountable to ensure achievement of targets.
- Maintain an understanding of and develop the contribution their area/s make/s to realising the school's overall academic and attendance targets.
- In consultation with the relevant SLG member responsible for day to day take a proactive role in the organisation and delivery of key events and moments planned for the relevant year groups.
- In consultation with the SLG member responsible for Reporting and Assessment take a proactive role in the organisation and delivery of the reporting and assessment process including consultation and information evenings for the relevant year groups.
- In consultation with the SLG member responsible for Curriculum and take a proactive role in the decisions and delivery of curricula and 'beyond the classroom' based activities.
- Develop links with all parents and carers of students in the school and ensuring they are well informed about the curriculum, targets and all other relevant matters relating to their child's progress.

Direct Line Management Responsibilities for the strategic direction, work and policies of:

- Direct Line Management of identified personnel TBC
- Overview of Subject Area Staff

Person Specification

| | Essential | Desirable |
|---|-----------|-----------|
| Qualifications | | |
| Hold QTS (or equivalent) and a relevant undergraduate degree | ✓ | |
| Management training | | ✓ |
| Evidence of further professional development relevant to post | | ✓ |
| Experience | | |
| Demonstrate successful teaching of GCSE and A-Level at an outstanding level | ✓ | |
| Have experience of initiation and effective management of change | | ✓ |
| Sustained performance securing very good student outcomes | ✓ | |
| Show evidence of raising achievement in present post and showing good value added for groups | ✓ | |
| Outstanding classroom teacher and tutor | ✓ | |
| Previous experience of managing a team | | ✓ |
| Skills & Knowledge | | |
| Have knowledge of current curriculum developments in subject and their implications | ✓ | |
| Have good knowledge and understanding of current educational thinking | ✓ | |
| Show good understanding of how children learn and how to raise standards of achievement | ✓ | |
| Able to communicate effectively, orally and in writing | ✓ | |
| Display excellent organisational skills | ✓ | |
| Be able to build and sustain professional standards and relationships with students | ✓ | |
| Be able to contribute towards creating a safe and protective environment | ✓ | |
| Able to consistently demonstrate effective planning and creative teaching including an ability to deliver outstanding lessons | | ✓ |
| Excellent time management, planning and organisational skills | ✓ | |
| Able to use data effectively to assess prior attainment, track progress and set student targets | ✓ | |
| Able to provide clear direction and to inspire, motivate and enthuse others | ✓ | |
| Confident in own ability to be effective and take on challenges | ✓ | |
| Ability to relate well to students, colleagues, parents and trustees | ✓ | |
| Effective behaviour management skills | ✓ | |
| Able to support students in maintaining high standards | ✓ | |
| Up to date awareness of curriculum development | ✓ | |
| Efficient and effective administrative, organisational and personal management skills | ✓ | |
| Personal Attributes | | |
| Ability to inspire, challenge and motivate students | ✓ | |
| Have a positive approach to education with a desire to succeed | ✓ | |
| Energy, enthusiasm and perseverance | ✓ | |
| Reliability and integrity | ✓ | |
| Good interpersonal skills | ✓ | |

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|--|---|---|
| Professional appearance and manner | ✓ | |
| Clear vision and educational philosophy | | ✓ |
| Positive commitment to individual personal development | ✓ | |
| Capacity to work hard, under pressure, to meet deadlines and manage time effectively | ✓ | |
| Adaptable and amenable with respect to working practices | ✓ | |
| Ability to work independently and in a team, taking a collaborative approach | ✓ | |
| Ability to build supportive working relationships with colleagues | ✓ | |
| Commitment to supporting the full life of the school | ✓ | |
| Suitable to work with children | ✓ | |
| Equal Opportunities | | |
| A commitment to inclusive education | ✓ | |

Benefits

- Generous pension scheme (TPS/LGPS)
- Healthcare cash plan
- Occupational health support
- Priority admission for staff children (see admissions policy on school website)
- Employee Discount Scheme (Multiple Retailers – Kent Reward Scheme)
- Cycle to Work scheme
- Free refreshments
- Free onsite parking
- Opportunity to perform paid lunch-time duties (with free lunch)
- Free annual flu vaccination
- Employee Assistance Programme
- Individual performance development plans for career development and lifelong learning



Application Process and Safeguarding

Applications

Application forms can be found on our website or on tes.com and should be sent to Human Resources on HR@wealdgs.org. The communication should set out how your proven relevant experience relates to this role.

For safer recruitment purposes application forms need to be completed in full and CV's will not be accepted.

References

References may be taken up before being short-listed, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

Safeguarding Duties and Responsibilities

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be expected to uphold this duty with regard to all children and young persons for who they are responsible and with whom they come into contact.

This role is a teaching or teaching support role involving extensive contact and responsibility for children.

More Information

For more information on the role, or to come and visit Weald of Kent prior to applying then please contact HR on HR@wealdgs.org. We look forward to hearing from you.