



SALESIAN COLLEGE FARNBOROUGH

Job Description

HEAD OF BIOLOGY

Job Title: Head of Biology

Allowance: TLR 2.2

Line Management: Reports to Head of Science

Applications are invited from experienced, well-qualified graduate teachers to lead a strong and successful Biology Department. The Department works alongside Chemistry and Physics under the leadership of the Head of Science.

Employment Duties:

As set out in the current School Teachers' Pay and Conditions document and College Contract of Employment, having due regard to any policies of the Governing Body and the College.

The College and all its personnel are committed to safeguarding and promoting the welfare of children and young persons. All appointments are subject to Safer Recruitment guidelines, CRB and Health checks.

Details of the Position:

There will be a vacancy for a Head of Biology from September 2012. The successful candidate should be a well-qualified graduate, capable of teaching the subject to 'A' level.

Biology is taught as a separate subject beginning at Key Stage 3 in Year 7 through to the Upper Sixth.

The Biology department is popular, successful and challenging. The uptake at GCSE for Year 10 (2010) was 90% of the year group. At present there are 23 students in the Lower Sixth; they are taught in two groups.

There are two full time Biology Teachers and a third teacher who teaches some Chemistry in addition to a mainly Biology Timetable. There are two well-equipped Biology laboratories and a Preparation room; there is a dedicated part time Biology Technician.

The students' work is displayed in the laboratories and there is also a corridor information board with updates on visits etc.

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The Curriculum

Years 7 & 8

Students follow our own scheme of work based on the KS3 National Curriculum. Each pupil has their own textbook; topics include Cells, Microscopes, Classification, Food Groups, Photosynthesis, and Reproduction. There are four teaching groups per year.

In Year 8 boys take part in a visit to Kew Gardens with the Geography Department.

Year 9

The GCSE course is started in Year 9 and the examination board is Edexcel. The specification is BIOLOGY(2BIO1) which can be viewed at <http://www.edexcel.com/quals/gcse>

The current Year 9 have begun the B1 topics of the new Edexcel Specification. The topics covered include Classification, Variation, Evolution and Feeding Relationships. A new text book series will be published soon and the Science Department expects to purchase this.

In Year 9 students visit Marwell Zoo.

Year 10 & 11

Years 10 and 11 are following the Edexcel 360 Specification Biology 2105 which can be viewed at <http://www.edexcel.com/quals/gcse>

Modules B1a and B1b are examined in Year 10 and B2 and B3 modules in Year 11. All students have their own copies of the 360 Science text books and teachers use the interactive texts and support materials. We also use the CGP workbooks.

Topics include Environment, Genes and Inheritance, Drugs, Nervous and Hormonal Control, Respiration, Energy Flow, Interdependence, Biotechnology and Animal Behaviour.

Years 12 & 13

The Specification is the AQA examination board AS(1411) and A2(2411). The specifications can be viewed at <http://web.aqa.org.uk/qual/gce/science/biology>

All students have copies of the Nelson Thornes recommended text book. We also use the on line N.T. Kerboodle materials. This site gives the opportunity to add teachers' own materials to the area which students can use at home together with the interactive course materials.

In Year 12 the students visit Juniper Hall Field Study Centre.

Particular Responsibilities:

The duties of Head of Biology at Salesian College include:

- Leading, by example, the teaching undertaken within the department and to instil, wherever possible, a love of the subject and an enthusiasm for discovery in the students.
- Teaching the subject up to A-level

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- Responsibility for all aspects pertaining to the smooth running of the department.
 - Responsibility for dealing with the day-to-day departmental administration and documentation.
 - Acting as line-manager for all teaching and technical staff within the department.
 - Responsibility for designing, resourcing, evaluating and monitoring the work of the department.
 - Checking of resources and laboratories and preparation rooms, and reporting any problems to the Bursar.
 - Liaising with all members of the department, and calling and chairing departmental meetings as required.
 - Producing suitable schemes of work for all year groups.
 - Regularly assessing schemes of work and specifications used within the department, and discussing any proposed changes with the Deputy Headmaster Academic.
 - The implementation of new curriculum developments as agreed with the Headmaster.
 - Overseeing the execution of the schemes of work and specifications used in the department.
 - Ensuring that internal examinations are produced on time, and that the papers used are suitable for the ability of the students.
 - Ensuring that good records are kept illustrating the progression of each student within the department
 - Management of the annual departmental capitation allowance, whilst observing the need to manage resources efficiently and effectively.
 - Overseeing the organisation, stock control, distribution and sharing of resources of the department.
 - To be aware of all Health & Safety issues relating to the Department and to exercise due regard to current Health & Safety regulations.
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- To oversee the preparation and execution of A-level and AS-level practical examinations.
 - To arrange the Biology Field Trip for AS students.
 - Responsibility for the regular updating of the Departmental Handbook.
 - Ensuring the continued development of the use and provision of ICT within the department.
 - Overseeing the arrangements for visits to places of educational interest related to the subject.
 - To make recommendations regarding the division of teaching within the department, after discussion with those involved, to the Deputy Headmaster and Assistant Headmaster
 - Attending INSET courses and encouraging departmental members to do so.
 - Disseminating material and information to members of the department.
 - To liaise with parents over issues relating to the subject
 - Supporting teachers, NQTs, and student-teachers and evaluating their teaching performance
 - To attend Heads of Department Meetings.
 - Preparing work for absent departmental colleagues who have been unable to do so.
 - Carrying out such duties as reasonably requested by the Headmaster.

In addition to these responsibilities, the Head of Department should also undertake those duties normally expected of all teachers at Salesian College. These include:

- To teach a timetable as allocated
- To set and mark homework as designated
- To give written reports on the progress of students at mid-year, end of year or at any other time requested by the Headmaster.

- To attend parents' evenings and any other occasion sanctioned by the College, e.g. Options' Evenings, New Parents Evening, Open Days, Prize Night, etc.
- To promote the development of each pupil's spiritual, moral, social and cultural welfare.
- To uphold the Salesian Ethos of the College and to support the application of the Preventive System of education.
- To pay due regard to the Staff Handbook and to support College policies as approved.
- To support the daily life of Salesian College.

The job description will be reviewed at the end of each academic year or earlier, if necessary. It may be amended at any time after consultation.