



Head of Biology/Second in Science

Teachers Pay Scale + TLR2b (Head of Department) or TLR2c (Head of Department with Second in Faculty)

Start date: September 2019

We are seeking to appoint an enthusiastic and dynamic Head of Biology to lead our Biology Department, joining a team of highly qualified and experienced subject teachers and technicians. An outline of the curriculum and the structure of the department is included in the application pack.

At the same time, we are seeking to appoint a Second in Science from amongst our Heads of the individual Science departments, to support our Head of Faculty for Science. Candidates for Head of Biology are welcome to apply for this additional responsibility; there may also be internal candidates.

Roundwood Park is a high achieving 11-18 school in Harpenden, Hertfordshire. The school carries an Outstanding rating from Ofsted and enjoys an excellent reputation, both locally and nationally. We have a large and expanding Sixth Form.

Visits are very much encouraged before you apply. If you would like to visit, please contact Ian Stowe, HR Manager, on 01582 714031 or i.stowe@roundwoodpark.co.uk

Please take particular note of the following instructions in respect of the application process:

- Your application should comprise a completed Application Form, either using the on-line form or the Word document template (from the school website Vacancies page), together with a letter or personal statement addressed to Alan Henshall, Headteacher, of no more than two sides of A4, explaining how you meet the requirements for this role
- If you use the Word template, your application should be submitted electronically to Ian Stowe, HR Manager, at i.stowe@roundwoodpark.co.uk .

We are committed to the safeguarding and promotion of children's welfare and an equal opportunities employer. We will need to obtain references in advance of interview for any candidate short-listed, and all job offers are subject to satisfactory Disclosure and Barring Service clearance.

Closing date for applications is 9am on Monday 4th March 2019

Interviews will be held on Wednesday 6th March.



Faculty of Science

Teaching Team

Mr. Paul Barnett
Dr. Anne Bentley
Mrs Bal Bhatti (Head of Chemistry)
Mr Peter Binks (Assistant Headteacher)
Mrs. Katy Turberville
Miss. Laura Brimacombe (Deputy Head of Faculty, Head of Biology)
Ms. Elizabeth Glennie (Head of Health and Social Care)
Mrs. Colleen Halliday
Mr Peter Hambridge (Head of Faculty)
Dr. Ilaria Inghima
Mrs. Kathryn Robbins (Head of Physics)
Ms. Shakeela Rashid
Dr Andy Perrett (Head of Year)
Mr. Bill Whitmore (Head of Year)
Mrs Louise James
Mr Jean-Michel Jacquinet

Technician Team

Mrs. Amanda Green (Senior Technician)
Mrs. Lesley-Jane Mackenzie
Mrs Tamara Edmonds-Tibbett
Mrs Nicole Lind
Mrs Samantha Mills
Mrs Janet Titman

Aim

We want our students to R.I.S.E in Science!

Our mission is built on the principle that we...

- ...will raise students' interest in a truly fascinating subject
- ...will raise the standards achieved by our students
- ...will raise excellence in performance of scientific skills.

**Raising
Interest,
Standards &
Excellence.**



Science Curriculum

We use a variety of teaching methods to ensure that students are fully engaged, actively involved and experience an enjoyable learning environment at all times. These include hands on practical work, active learning tasks, project work and model making. Emphasis is placed on developing skills, such as team work and creativity right from the beginning of Year 7.



Years 7 & 8

Key Stage 3 is a two year course. All students follow a programme of units that develop their knowledge of Biology, Chemistry and Physics. Each unit contains a range of practical, written and discussion activities designed to develop understanding of scientific ideas and skills. All Science lessons take place in well-equipped purpose-built Science laboratories of which there are nine. The department is fully connected via Wi-Fi and ICT is incorporated into many learning activities. Assessment of core Science skills is made during each term's work. Six written tests are taken throughout each year, to assess knowledge of Science. Classes are mixed ability and are taught in form groupings.

Year 9

Students begin their Key Stage 4 studies in Year 9. They begin to follow the AQA GCSE Science course presented in separate units for Biology, Chemistry and Physics. This allows students to focus on each subject individually. The GCSE Science course is for learners of all abilities and prepares students for further studies in Science. The students are assessed regularly with GCSE style tests to monitor their progress in line with KS4 expectations. During this year students decide if they wish to study the Combined Science (double award) or the Separate Sciences.

Years 10 & 11

As the students enter into Year 10 they continue with the second year of the GCSE course and the choice they have made determines the teaching during Year 10 and 11. They will have either two or three specialist teachers depending on the route chosen. The Separate Science course covers extra units that are taught in Year 11 to gain an individual GCSE in Biology, Chemistry and Physics. These courses provide a firm foundation for progression to AS and A Level Science where we offer the choice of all three Science disciplines.

Key Stage 5

At A level, OCR Advancing Physics, OCR A Chemistry and Edexcel Biology SNAB are all popular choices.

Extra-curricular activities / external links

Students at all levels are encouraged to partake of activities made available by the department. A variety of trips, visits and speakers (including Nobel Prize winners) are offered to enrich the curriculum. Science days are organised to engage the students with visiting companies such as **Astrium** an aerospace subsidiary of the European Aeronautic Defence and Space Company (EADS). Science week each year offers a number of activities for students of all years to get involved with. A science club is also led by Sixth-Form volunteers and proves very popular. There are strong links with STEM, UCL and Rothamsted Research.

Teaching facilities

We have nine well-equipped laboratories. All laboratories are networked via Wi-Fi. There are good outdoor facilities such as a large field for ecological and other study purposes.



HEAD OF DEPARTMENT JOB DESCRIPTION TLR 2B

The responsibilities of this role will contribute to ensuring each child in our care is given the encouragement and support to maximise his or her personal and academic potential.

Purpose of the job

To ensure high quality teaching of a subject throughout the school and the highest possible standards of learning and achievement for all students.

Key responsibilities

1. To provide professional leadership to a team of teachers and support staff (in some cases) in the delivery of the full range of teaching from Key Stage 3 to university entrance.
2. To develop innovative, non-traditional approaches to the curriculum in order to ensure appropriate access and achievement for all learners.
3. To manage the resources of the department within the limits of the delegated budget and in accordance with the school's financial procedures.
4. To ensure that appropriate appraisal arrangements are in place and maintained in the department and that a robust programme of professional development is designed and maintained (to include support staff and non-specialist teachers where appropriate).
5. To ensure that robust procedures are in place to monitor the quality of teaching and learning outcomes throughout the department and to ensure that strategies are devised and implemented to address underperformance.
6. To contribute significantly to the school's planning (both short and long term) and provide leadership to whole school developments, as required.
7. To maintain a safe and healthy working environment and ensure full compliance with relevant Health & Safety standards and procedures.

Key tasks

The key tasks associated with the responsibilities outlined above will be determined by the postholder in discussion with their line manager.

Review of duties

The specific duties attached to any teacher are subject to annual review and may, after discussion with the teacher, be changed.



HEAD OF DEPARTMENT PERSON SPECIFICATION MAY 2018

We will be using the following criteria during the selection/interview process. The scoring system below is how we will be assessing you.

Personal/Leadership qualities (5=v strong, 3=average, 2=limited, 1=weak)

Role-related experience (3=strong, 2=average, 1=limited)

Criteria		Essential (E) or Desirable (D)	How Assessed Application (A) Interview process (I) Reference (R)	Standard Achieved	
				Personal/ Leadership Qualities	Role Related Experience
Education and qualifications	Graduate and Qualified Teacher Status	E	A		
	Evidence of further studies	D	A		
	Evidence of whole school leadership	D	A		
Experience	Ability to teach outstanding lessons	E	A I R		
	Recent experience of leading innovation in teaching and learning	D	A I R		
	Recent experience in lesson observations, monitoring the quality of teaching and school self-evaluation	E	A I		
	Experience of strategies to raise individual learner and whole school attainment	E	A I R		
	Effective time management	E	I R		
	A proven record of leading and managing staff and resources effectively	D	A I R		
	Ability to challenge individuals and teams to improve performance	E	I		
	Experience in producing and managing the development of curriculum initiatives	D	A I		

	Ability to understand and demonstrate effective budgetary control	D	A R		
	Ability to analyse situations and solve problems	E	I		
Skills	Ability to coach teachers and leaders to improve classroom performance	E	A I R		
	Ability to communicate effectively, orally and in writing, to parents/carers	E	I R		
	Ability to synthesise and analyse data	E	I		
	The ability to work as part of a team or alone	E	I R		
	Flexibility and adaptability	E	I		
	A self-starter who can act on own initiative	E	A I R		
	Show resilience, tenacity, initiative and aspiration	E	I R		
	Able to reflect on practice	E	I R		
	Have high expectations of staff and students	E	I R		
	Have high expectations of students' behaviour	E	I R		
	Work well under pressure and respond quickly and appropriately to situations	E	I R		
	Ability to tolerate stress and still be diplomatic	E	I R		
	Self-confidence and resourcefulness	E	I R		
	Personal Qualities	A real commitment to raising the achievement of all learners	E	I	
Ability to advise, motivate, persuade and lead others		E	I R		
A consistent professional approach to all matters and members of the school community		E	I R		
Ability to ensure equality of access for learners and adults regardless of race, gender, or level of ability/disability, supporting and implementing the school's Equal Opportunities Policy		E	I		
Energy and enthusiasm		E	I		
A genuine desire to work with young people		E	A I R		

Deputy Head of Science Job Description



Line Manager: Head of Faculty
TLR: 2c (including HOD responsibility)
Date: May 2018

Purpose of the job:

The Deputy Head of Science job is a combined post with current Head of Department responsibilities.

To work with the Head of Faculty to ensure high quality teaching of Science throughout the department and the highest possible standards of learning and achievement for all students.

To deputise for Head of Faculty in their absence.

To be responsible for the strategic coordination of curriculum and assessment delivery with the Heads of Biology, Chemistry and Physics at KS4/KS5

To contribute towards improving the quality of teaching and learning across the faculty

To model what it takes to be an outstanding teacher and thereby act as an example to the department.

Key Responsibilities:

- Support the Head of Faculty in the leadership and management of a professional community of subject teachers to ensure the highest possible standards of student attainment and progress.
- Support the Head of Faculty in ensuring systems and structures at department level lead to good and outstanding teaching.
- Implement plans to develop the quality of teaching and learning which leads to excellence across the science faculty.
- Lead some faculty meetings or parts of as required by the Head of Faculty.
- Liaise with the Heads of Biology, Chemistry and Physics to ensure a coordinated and consistent approach to teaching, learning and assessment across all subjects at KS4 and 5
- Deliver high quality training on teaching and learning to the department to ensure outstanding achievement.
- Support the Head of Faculty in inducting and mentoring new staff, NQTs, Teach Firsts, School Directs etc. into the department.
- Act as a coach or mentor for other teachers as required.
- Modelling for all staff exemplary practice in terms of managing difficult and challenging behaviour from students, and establishing a culture of high expectations within your department.
- Attend meetings when required to help lead and manage the department.

Strategic direction and development of the subject:

- Coordinate the Heads of Department to ensure delivery of an engaging and challenging curriculum that enables all students to enjoy and achieve at the highest level.
- Teach and model the delivery of engaging and effective lessons that motivate, inspire and

Deputy Head of Science Job Description



improve pupil attainment.

- Help monitor the effectiveness of teaching and learning and planning processes.
- To be fully competent and excel at the full range the professional teaching standards.

Curriculum and assessment:

- Coordinate the Heads of Department to review and develop the KS4/5 curriculum, taking into account the findings from monitoring and self-evaluation, and ensure all staff have short and medium term plans to deliver highly effective lessons.
- Become expert in the examination requirements of the new GCSE in Science, and disseminate this to faculty teachers where possible.

Culture

- Help create a strong community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- Help develop a culture and ethos that is utterly committed to achievement.

Other

- Undertake any other various responsibilities as directed by the Head of Faculty.