

ST MARGARET'S

SCHOOL

Head of Biology

Required September 2025

The school is currently advertising for a wide range of science roles due to the retirement of two staff both holding more than one role within the department. Of the current posts advertised the school envisages making two new staff appointments.

We are seeking to appoint a well-qualified and dynamic graduate teacher to lead our Biology Department, as part of our thriving Science Faculty.

Highly motivated and enthusiastic, the successful candidate will also have excellent interpersonal and team working skills with a positive approach.

For further information and to apply for this vacancy, please visit our website: <https://www.stmargarets-school.org.uk/work-with-us>

Closing date for applications: Monday 4 November at 5:00pm

Interview date: week commencing Monday 11 November

Suitable candidates may be interviewed before the closing date and St Margaret's School reserves the right to withdraw the position if an early appointment is made.

St Margaret's school is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. St Margaret's School is an equal opportunities employer.

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Head of Biology – Job Description

Reports to: Head of Science Faculty

The following duties shall be deemed to be included in the professional duties which you may be required to perform:

1. Teaching

- (a) planning and preparing courses and lessons;
- (b) teaching, according to their educational needs, the pupils assigned to you, the setting and marking of work (including examinations) to be carried out by the pupils in School and elsewhere;
- (c) assessing, recording and reporting on the development, progress and attainment of pupils.

2. Other Activities

- (a) promoting the general progress and well-being of individual pupils and of any class or group or pupils assigned to you;
- (b) providing guidance and advice to pupils on educational and social matters; making relevant records and reports;
- (c) making records and reports on the personal and social needs of pupils;
- (d) communicating and consulting with the parents of pupils;
- (e) communicating and co-operating with persons or bodies outside the School;
- (f) participating in meetings arranged for any of the purposes described above;
- (g) accompanying pupils on trips away from the School;
- (h) contributing to the extra-curricular life of the School;
- (i) attending School functions;
- (j) participating in assemblies and chapel services;
- (k) contributing to the maintenance of a stimulating working environment in School;
- (l) upholding the ethos and high standards of the School and abiding by the rules laid down by the School from time to time.

3. Assessments and Reports

Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

4. Appraisal

Participating in any arrangements that may be made for teacher appraisal.

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5. Review: further training and development

- (a) reviewing from time to time your methods of teaching and programmes of work;
- (b) participating in arrangements for your professional development.

6. Educational methods

Advising and co-operating with the Headteacher and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements.

7. Syllabus

You are responsible for ensuring that you teach the correct public examination syllabus offered at St Margaret's in your subject in accordance with School policy.

You should be aware of any subject area developments outside the School and where appropriate bring them to the attention of colleagues.

8. Discipline, health and safety

Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere.

9. Staff Meetings

Participating in meetings at the School which relate to the curriculum for the school or the administration or organisation of the School, including pastoral arrangements.

10. Public Examinations

Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations, recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations.

11. Administration

- (a) participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and materials;
- (b) registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school session or lunch times, evenings, weekends or cover for absent colleagues.

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12. Duties

Undertaking duties as assigned according to the custom of the School.

13. Time table

The School may alter the weekly time table from time to time depending on amongst other things the School Roll.

This job description is not definitive and may be altered from time to time in accordance with the needs of the School.

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Head of Biology - Person Specification

The person appointed will have the following attributes:

	Essential	Desirable
Relevant degree and excellent subject knowledge	√	
PGCE or equivalent	√	
The ability to teach Science at KS3	√	
The ability to teach Biology at KS4 and KS5	√	
Experienced teacher with an excellent academic track record	√	
A passion for the Sciences and Biology	√	
A keen interest in teaching and learning, with a proven commitment to CPD	√	
Strong planning and organisational skills, with the ability to use own initiative and take decisions	√	
Be a proactive team member within the wider staff community	√	
An energetic and enthusiastic approach	√	
A proven ability to lead change and development, engaging and supporting others	√	
The ability to work effectively within a team	√	
Clear and accurate written communication skills	√	
Strong interpersonal skills	√	
A willingness to develop and support a strong programme of field work for all year groups	√	
A commitment to contribute to the extra-curricular life of the school	√	
Ability to analyse data (e.g. academic results and tracking) and to draw conclusions	√	
A flexible attitude and a willingness to take on new ideas and challenges	√	
The ability to relate to and empathise with young people	√	
Commitment to the ethos of St Margaret's	√	