



# LANGLEY

PRE-PREP PREP SENIOR SIXTH FORM



## Job Description and Person Specification

**Job Title** Teacher of Biology

**Responsible to** Head of Biology

### Working at Langley

Langley is a co-educational, inclusive, day and boarding school from 2-18. It is set on two enviable 100-acre countryside sites, allowing children space to breathe and grow, as well as enjoying the benefits of being on the doorstep of the vibrant and dynamic city of Norwich. Challenge and opportunity encapsulate the Langley education; the three elements of Creative (music, drama, art, and design), Action (sport, outward bound, CCF) and Service (community engagement and charity) underpin an innovative and broad curriculum where academic standards are both rigorous and aspirational. We want the children to be confident, curious and kind, ready to contribute to their communities in the years to come.

This post is for the Senior School, although congruence and communication with the Prep School is also important.

### Job Description

#### Academic Responsibilities

- To teach Biology throughout the senior school up to and including GCSE and A level
- To plan, prepare and deliver lessons in line with the departmental Schemes of Work, the Teaching Learning and Assessment policies and public examination requirements and the overall aims of the school and department including those of continuity and progression for all pupils.
- To help to continuously improve pupil and student outcomes within the department
- To assess internal examinations or tests, class and homework, in accordance with school and departmental policy, and provide appropriate feedback for pupils
- Contribute towards the accurate reporting of current and predicted grades for pupils within your charge
- Have and promote high expectations of all pupils to ensure that they can achieve their full educational potential
- Attend parents' evenings, Open days and other important school events.
- Report on student progress and set new targets
- Enter assessment data
- Make contact with parents, Heads of Year/House and external bodies about concerns / progress as necessary
- To provide work for classes when absent, where possible.



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## Departmental Responsibilities

- Attend and positively contribute to department meetings to help ensure improving pupil and student outcomes
- Contribute to additional support as appropriate, such as revision or booster classes, to enable pupils to fulfil their potential.
- Recommend the appropriate stage and level for their students for external examinations as appropriate
- Take an active part in the Appraisal Process, including a commitment to continued professional development
- Contribute to departmental trips, helping to ensure that they are adequately organised and conform to School regulations and policies. These trips need to inspire and enthuse the young people in a love of Chemistry and science in general.
- Help to market the school and the Science Department to the parental body, prospective parents and the wider community; this may include assisting with open mornings
- To positively engage and work with other departments throughout the school.

## General Responsibilities

- To meet the DfE teaching Standards which set the minimum requirements for teachers' practice and conduct.
- Play a full part in the life of the school community
- Have a high regard for Health and Safety within the department and the school more generally
- Ensure that attendance records are kept for each class
- You will be a form tutor
- You will be expected to contribute to the wider life of the school outside of the Science department and to contribute to the activities programme\*
- Take part in break and lunch duties on the weekly rota
- Assist with occasional weekend duties as a non-resident
- Attend school meetings and INSET

\*The School also offers a daily programme of activities to which all staff are expected to contribute, according to their interests and expertise; sport, music, drama etc. Science based activities as well as other interests would be welcome as an extension in this respect.

## The successful candidate will:

- Be a first-rate teacher of Biology and hold a suitable qualification
- Exhibit dynamism, commitment, energy, professional expertise and experience to qualify them to take on this exciting role
- Help promote the learning, love and excellence of Science, and Biology in particular, throughout the School, ensuring high levels of interest and achievement;
- Be a positive and collegiate member of the school community;
- Understand their responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and adhere to the school's Safeguarding Policy at all times



## Person Specification

	Essential	Desirable
<b>Education and Qualifications</b>		
QTS	X	
Graduate with Honours in Biology (or closely related subject)	X	
<b>Experience</b>		
Previous teaching experience (applications from NQTs are welcome)	X	
Experience as an Examiner for GCSE or A-level Biology for one of the main examination boards.		X
Experience of SIMS and/or Firefly		X
<b>Basic skills and competencies</b>		
An ability to engage with and motivate young people	X	
Ability to work within in a team and to use own initiative	X	
A strong commitment to Safeguarding	X	
Evident enthusiasm and commitment to the subject	X	

Admin

JD signed off	DATE
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