



Job Description: Teacher of Biology (maternity cover)

GENERAL

As a teacher of biology you will be part of the Science departmental team of ten and be responsible in the first instance to the Head of Biology.

TEACHING-RELATED RESPONSIBILITIES

1. To be familiar with the biology schemes of work and policies and with the specifications of the examination boards for whose examinations pupils are being prepared.
1. To plan and teach lessons in accordance with departmental schemes of work.
2. To set and mark homework according to the homework timetable and in accordance with departmental policies.
3. To help each child to make the most of their ability and to enhance each child's quality of learning.
4. To promote an enthusiasm for academic study in general and biology in particular. To reward and encourage good work through the awarding of honour marks.
5. To attend and contribute to departmental meetings and take minutes as required by the Head of Department.
6. To attend Parents' Evenings, Open Mornings, staff meetings and other events promoting the school or the department as requested by the Head or Head of Department.
7. To keep accurate records of pupil attainment in line with school and departmental policy. To make available for scrutiny by the Head of Department mark books, lesson plans and examples of pupils' work for the purposes of monitoring effective teaching and learning in the department.
8. To set and mark tests and examinations as required by the Head of Department.
9. To be aware of and adhere to whole school policies.
10. To attend in-service training courses and where appropriate feedback information and new ideas to other members of the department.
11. To use the resources of the department efficiently and effectively.
12. To report to the Head of Department damage to or problems with the furniture, fittings and fabric of your teaching room.

OTHER RESPONSIBILITIES

1. To ensure that all pupils are treated equally and fairly.
2. To be sensitive to and supportive of the Christian traditions of the school and the cultural diversity of the school population.
3. To be willing to participate in extra-curricular activities and to contribute to the collegiate nature of the staff room.
4. To support events and activities in which girls are taking part and in particular those which have particular relevance to biology, such as field trips.

November 2018