



BURGESS HILL

— GIRLS —

Head of Biology

Required from April or September 2019

We are looking to appoint a dynamic and inspirational Biology teacher with a good honours degree and excellent communication and interpersonal skills to lead the department in this high performing school.

The successful candidate will promote Biology both inside and outside the classroom, teach across all key stages and support university applications for those students who wish to take the subject beyond Sixth Form. A commitment to promoting STEM and developing co-curricular enrichment and extension opportunities through subject-related clubs is essential.

Working closely with the Head of Chemistry and Head of Physics, the successful candidate will become part of a vibrant team, ensuring science is taught to a very high level throughout the school.

A willingness to contribute to the extra-curricular life of the School is also a requirement.



ABOUT THE SCHOOL

Location

The School is situated in a very pleasant thirteen-acre site in the conservation area of the town. Burgess Hill is a medium sized town with its own theatre, orchestra, cinema and leisure centre. Burgess Hill is approximately ten miles from Brighton and Lewes, fifteen miles from Crawley and fifty miles from the centre of London. It is well served with fast roads – the M23 and M25. The school is a three minute walk from the railway station.

Facilities

The School is a blend of Victorian buildings and ultra modern facilities and there has been a steady development of the facilities.

Curriculum

The School offers a full range of GCSE and A level courses in preparation for university entrance.

Pastoral care

Our pastoral system is designed to encourage and support the development of each individual student from the moment she arrives in school until the time she leaves. We want to provide each student with the skills and confidence to help her to make the most of her time with us, at university and beyond. Implicit in the School aims is the expectation that every teacher will accept responsibility for the development in each pupil not only of the highest academic standards, but also of the confidence and self-esteem which comes from being valued as an individual within a community.

Co-curricular and extra-curricular activities

We believe that education is about giving young people the chance to be successful in as wide a range of areas as possible, and to feel a sense of pride in their achievements. Extra-curricular activities give each student wonderful opportunities to explore her own talents and develop her individual skills to her full potential. The successful applicant will be expected to work effectively as part of the science team and play a full part in the wide range of co-curricular and extra-curricular activities with which the department is involved. They will be encouraged to draw on their own interests and expertise to assist the department in continuing to promote a positive image of the sciences throughout the school.

SCIENCE DEPARTMENT

The Science Department has within it Biology, Chemistry and Physics Departments, each managed by a Head of Department.

There are currently eight members of staff teaching within the departments and three technicians providing technical support. There is a good team spirit amongst the staff with much co-ordination and sharing of ideas.

The Departments are very well resourced with six purpose built laboratories, two each for Physics, Chemistry and Biology.

BIOLOGY DEPARTMENT

FACILITIES

The Biology Department is situated on the lower floor of the Science wing of Webb House. There are two modern, well-equipped laboratories and a preparation room. Developing an awareness of and respect for living organisms is an important part of Biology and the department keeps living specimens of warm-water, and cold-water fish.

The Science area also has two suites of ten laptop computers, with Wi-Fi connection to the internet and school intranet. All laboratories are furnished with interactive whiteboards. Technical support is outstanding.

CURRICULUM

LOWER SCHOOL

Year 7

The three sciences are taught by one teacher in Year 7 with an allocation of five 40 minute periods of Science per week, taught in their mixed-ability Tutor Groups. The Biology topics studied include Cells and Tissues, Human Reproduction and Diet and Digestion.

Year 8

Biology is part of a co-ordinated Science programme, with pupils placed in sets, to enable work to be targeted more effectively and to provide a more appropriate pace. Biology is taught as a separate subject, for two periods per week. Pupils continue their studies with topics in Plant Nutrition, Circulation, Health and Disease and Genetics.

Practical work is included in as many topics as possible throughout the Lower School.

UPPER SCHOOL

Years 9-11

All pupils take GCSEs in the sciences. In September 2016 we began the AQA GCSE courses. Pupils taking Combined Sciences - Trilogy (specification 8464) are taught Biology, Chemistry and Physics separately, by three subject specialists. They have nine 40 minute periods of science per week.

Triple Science

Students with a strong interest in the sciences can choose to take Biology, Chemistry and Physics as independent subjects. GCSE Biology (specification 8461) is taught by a subject specialist. The combined time allocation for all three separate science subjects is fourteen 40 minute periods per week.

A variety of teaching and learning methods are employed with an emphasis on practical work carried out in small groups.

SIXTH FORM

Sixth Form students study the OCR Biology (A) A level Syllabus, specification H420. Each year, several of our students go on to study veterinary science, dentistry, medicine and science-related degrees.

HEAD OF BIOLOGY

In addition to the responsibilities of a classroom teacher, Heads of Departments are expected to:

- Represent the Department in whole school planning
- Lead the Performance Management process of the department and manage the staffing for the departmental timetables
- Manage a budget
- Take responsibility for organising entries for public examinations in both subjects and for maintaining good results in these examinations
- Maintain the Department's enrichment opportunities
- Organise and oversee entrance and scholarship processes in relation to the Department
- Establish a Department Development Plan and monitor, evaluate and review progress regularly
- Promote new initiatives and manage change within the Department
- Contribute to the school liaison and marketing activities
- Keep abreast of curriculum change and development and ensure regular in-service training for all members of the Department

- Take responsibility for the planning and writing of schemes of work and their implementation in teaching, monitor teaching and learning in the department and make arrangements for internal examinations
- Organise subject-related trips
- Write Department publications and keep them up to date
- Undertake such other tasks as the Head shall from time to time reasonably require.

Full time teachers are allocated a Form Tutor role and all teachers are expected to play a full part in the life of the school community, to support its distinctive ethos and encourage and ensure staff and students follow this example.



RECRUITMENT PROCESS

Candidates are required to submit an application form with supporting letter and details of two referees. One reference should be able to comment on the teaching skills of the candidate. References will be taken up prior to interview.

Closing date for applications is **5.00pm on Thursday 24th January 2019.**

Short-listed candidates will be contacted by telephone and interviews will take place on **Friday 1st February 2019.**

Candidates who have not heard from the School by the end of February should presume that we will not be taking their application further.

Candidates will be required to teach a lesson, undertake a simulated task appropriate to this middle management role, and attend an interview. They will also meet with key staff and be offered a tour of the School.

All appointments are made in accordance with our equal opportunities policy and applicants should let us know of any special needs they may have.

The School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the role, including checks with past employers and the Disclosure and Barring Service.