

## JOB DESCRIPTION

<b>JOB TITLE</b>	Teacher of Biology
<b>DEPARTMENT/SECTION</b>	Biology
<b>REPORTS TO</b>	Head of Biology

### JOB SUMMARY:

The Teacher of Biology plays a crucial role in helping students master the science of Biology. We expect that the successful candidate will be expert in planning and delivering engaging lessons, including lab experiments and other scientific investigations, to enable all pupils to make the best possible progress in the subject.

Biology at Forest is a thriving department which comprises seven specialists. Results in recent years have been strong in the context of an academically selective and ambitious school, with 67% of students achieving A\*-A at A-level in 2022. At GCSE, over 75% of pupils secured Grades 9-8 in the same year. Forest follows the Pearson IGCSE Biology specification and the OCR A-level specification.

The successful candidate would also be expected to contribute to our Key Stage Three Science programme which seeks to teach the fundamentals of Science before pupils begin to specialize into separate sciences. They would also be expected to play a role in contributing to the super-curricular life of the programme through supporting Science Week, Biology Olympiads and other opportunities.

As one of the largest day schools in HMC, Forest abounds with opportunities for professional and career development. Teachers at Forest are rarely just confined to their subject area and the majority play a full and active role in Forest's enviable super-curricular and co-curricular programme, with opportunities to lead in clubs and activities as diverse as Model United Nations, Extended Project Qualification, Jedi Warrior Lightsabre Fencing, Chapel Choir, Music Technology and Cricket, to give but a few examples. The ambition, richness, and distinct nature of the integrated curriculum at Forest offers our staff with an unparalleled experience of a modern and holistic education in our beautiful London setting. As our Good Schools Guide Review (2023) suggests Forest is a 'flourishing, successful and well-led school in a glorious, green setting with consistently strong results that don't require pupils to sacrifice happiness or wellbeing on the way to achieving them... an education that's so genuinely rounded you could make hoops from it.'

Forest invests heavily in the development of pedagogy and teaching strategy, with all teachers expected to engage in an ambitious Professional Learning Programme which includes seminars and contact with leading minds in the teaching and learning space; most recently, Forest welcomed Tom Sherrington who presented on curriculum strategy and design. In addition, we are immensely proud of our culture of formative, ongoing and developmental peer observation through our Teaching and Learning Communities. Teachers are also encouraged to liaise regularly with our team of Lead Teaching Practitioners and benefit from coaching and constructive critical feedback and reflection on their practice.

We would expect the successful applicant to teach the full range of Biology at Forest School, from Key Stage 3 to A-Level and Oxbridge preparation. A history of examining would be desirable but is not essential.

## KEY DUTIES AND RESPONSIBILITIES:

- Teach KS3 science, IGCSE Biology and OCR A level Biology
- Take on departmental duties and responsibilities when allocated by the Head of Biology
- Share in departmental best practice
- Make a contribution to the super-curricular Biology programme (e.g. dissection, Biology Olympiad and science club)
- Engage in extra-curricular biology with a combination of field trips and visits to institutions
- Willingness to invest extra time to ensure students achieve the best standard

## TEACHER - GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any teacher at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School teachers are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the School.

### Teaching and Learning

- Plan, prepare and deliver purposeful and productive lessons to assigned classes.
- Be prepared to innovate and devise imaginatively varied ways of teaching their subjects to inspire pupils.
- Encourage pupils and show enthusiasm for their subject in the classroom.
- Mark work according to departmental and School marking policies, giving appropriate feedback and maintaining records of pupil's progress in their subject.
- Demonstrate an awareness of Assessment for Learning strategies and personalise the learning of all pupils, as appropriate.
- Select and use a range of different learning resources and teaching styles, appropriate to subject and topic.
- Participate in mutual lesson observations both within and beyond their department as a part of sharing best practice.
- Use teaching strategies that allow for the full range of ability and learning styles in each class, particularly taking into account the learning needs of LDD pupils.
- Research new topic areas and maintain up-to-date subject knowledge.
- Undertake report writing and the award of internal grades as required.

### Department

- Carry out any reasonable subject-related duties assigned to them by the Head of Department.
- Attend department meetings and moderation meetings as requested by the Head of Department.
- Contribute to the Department's devising and writing of new subject materials when required.
- Be familiar with the contents of their Department Handbook and endeavour to follow closely the guidance and Schemes of Work provided in this document.

### Co-Curricular

- Contribute imaginatively to the co-curricular, extra-curricular and sporting programmes of the School as required by the Head of Department, Deputy Warden or the Heads of Section and Preparatory Schools, and be prepared to run or assist with activities beyond lesson times and on Saturdays when required.
- Take part in the outdoor programme of the School in activities ranging from Games to the Duke of Edinburgh's Award and the Combined Cadet Force.

#### Pastoral

- Be familiar with the School's health and safety guidance and be responsible for personal health and safety and that of the pupils.
- If full-time, be prepared to undertake the pastoral role of a form tutor.
- Manage pupil behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the Behaviour Policy (and the Disciplinary Framework) and to enforce the pupils' Code of Conduct and Dress Code.
- If present in School, attend assemblies and Chapel, supervising the pupils, unless permission has been granted by the Deputy Head Staffing and Operations that they be excused.

#### Other Professional Duties

- Support and foster the aims of the School.
- Be familiar with the contents of the Staff Handbook, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them by their Head of Department or Senior Teachers, punctually and efficiently.
- Attend staff meetings, parents' evenings, Commemoration Day, Inset sessions and similar important functions both in and out of normal School hours, and participate in the main Saturday Open Day for prospective parents and pupils.
- Notify the Head of Department and the Deputy Head Staffing and Operations as early as possible if absent from School and set rigorous, appropriate work.
- Attend relevant in-service training each year, after obtaining the consent of their Head of Department and the Deputy Head Staffing and Operations.
- Take part in the School's performance management scheme and appraisal

*Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.*

#### **SAFEGUARDING:**

The postholder will be required to;

- Submit an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young person's they are responsible for, or come into contact with.

#### **FOREST SCHOOL'S POLICY AND PROCEDURE**

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.