

Job Title: Biology Lead to start January 2024
(or as soon as possible thereafter)

Post Number:

Service / Section: Learning – Ysgol Uwchradd Bodedern

Grade: Teachers Pay Scale + CAD 2A



Overall Job Purpose:

Assist the Department Leader in raising Biology and Science standards across the school.

General: *To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.*

Main Duties / Responsibilities:

MAIN RESPONSIBILITIES:

1. Teaching 25 lessons/week to years 7 - 13
2. Responsible for improving Biology standards across the school including A Levels
3. Responsible for curriculum planning for Wales and collaboration
4. Pastoral needs of a court / household or corresponding daily and weekly responsibility
5. Assist the Department leader on Standards, Learning and Teaching issues and Quality of the Learning Area
6. Serve as a member of the School Leadership Team, with opportunities to develop professionally and pathfinder using global school improvement programs

Key Tasks/Main Responsibilities:

Responsibilities are subject to general duties contained in the annual document: "School Teachers' Pay and Conditions Document 2017 and Guidance on School Teacher Pay and Conditions":

EDUCATE:

Plan and teach lessons to the assigned classes and teach in the context of school plans, curriculum and work plans.

Assess, monitor, record and report the learning needs, progress and achievements of the assigned pupils

Participate in arrangements to prepare pupils for external examinations.

WHOLE SCHOOL ORGANISATION, STRATEGY AND DEVELOPMENT:

Contribute to the development, implementation and evaluation of school policies, practices and procedures in a way that supports the school's values and vision.

Work with others on pupil development and/or curriculum, to ensure coordinated outcomes.

(Subject to paragraph 52.7), supervise, and to the extent practicable, the teaching of any pupils if the person specified in the timetable to teach the class is not available to do so.

HEALTH, SAFETY AND DISCIPLINE:

Promote the safety and wellbeing of pupils.

Maintain good order and discipline among pupils (on school grounds and when committed in authorised activities elsewhere).

STAFF AND RESOURCE MANAGEMENT:

Instruct and supervise assigned support staff to them and other teachers when appropriate.

Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.

Organize resources delegated to them.

PROFESSIONAL DEVELOPMENT:

Engage in arrangements to evaluate and review their own performance and, when appropriate, the performance of other teachers and support staff.

Participate in arrangements for their own further training and professional development and, when appropriate, the training and professional development of other teachers and support staff, including induction activity.

COMMUNICATION:

Communicate with pupils, parents and carers.

WORKING WITH COLLEAGUES AND OTHER RELEVANT PROFESSIONALS:

Collaborate and work with colleagues and other relevant professionals in and beyond the school.

The responsibilities are subject to "Professional standards for teaching and leadership" (From September 2018) in accordance with the following common values and approaches:

Professional right: the teacher has a professional right to be part of a school that considers itself a learning institution. The teacher has the autonomy to contribute to the profession locally, nationally and globally and has the right to start and support improvements to the school for the benefit of learners.

Roll within in the system: the teacher is committed to learners everywhere and plays an influential role in developing a cohesive education culture in Wales.

Professional learner: The teacher is a professional learner and is committed to continuous development, collaboration and innovation throughout his or her career.

Literacy, numeracy and digital competence: The teacher constantly stresses that literacy, numeracy and digital competence are paramount. Learners are helped to build skills in all areas of learning and every opportunity is taken to extend learners' skills and competence.

Learners' rights: The needs and rights of learners will be central and take precedence in the teacher's approach to their job. The teacher has high expectations and a commitment to ensuring that all learners deliver.

Language and culture: The teacher will regularly stress that it is vital to promote Welsh language and culture. Learners are helped to build skills in all areas of learning and every opportunity is taken to extend learners' skills and competence.

All teachers are expected to commit to 5 professional standards for teaching and leadership:

1. PEDAGOGY
2. COOPERATION
3. PROFESSIONAL LEARNING
4. INNOVATION
5. LEADERSHIP

<u>Person Specification:</u>	Essential (E) Desirable (D)
<p><u>Education and Training</u></p> <p>The minimum educational requirements/professional or vocational qualifications for the post:</p> <ol style="list-style-type: none"> 1. Degree level qualification 2. Professional Teaching Qualification (e.g. PGCE) 3. Additional qualification in a relevant specialised area <p>Any specific training required for the post including Certification:</p> <ol style="list-style-type: none"> 1. Evidence of continuous professional development 2. Experience of teaching relevant key stage/subject area 3. Experience of teaching across a range of key stages 	<div> E E D </div> <div> E D D </div>

<u>Key Competence Requirements</u>	
Job related knowledge: 1. Professional knowledge of what constitutes high quality and standards in teaching and learning 2. Professional understanding of inclusion and strategies for engaging all learners 3. Professional understanding of safeguarding within a school setting 4. Current understanding of curriculum, subject area and assessment of pupil progress	 <

Language Requirements

Welsh Language Skills (Please see the skills framework attached)

Listening (Tick One)		Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Reading (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Speaking (Tick One)		Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Writing (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>

English Language Skills (Please see the skills framework attached)

Listening (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Reading (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Speaking (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Writing (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>

Flexibility

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the post-holder to be developed and maximised to the mutual benefit of both employer and employee.

Date of preparation of this job description document: June 2023

Language Skills – Workplace Assessment Levels

(i) Listening

0	No skills
1	Able to understand basic enquiries in Welsh /English
2	Able to understand a basic social conversation in Welsh / English
3	Able to follow routine conversations involving work between fluent Welsh / English speakers
4	Able to follow the majority of conversations involving work including group discussions
5	Able to understand all conversations involving work

(ii) Reading

0	No skills
1	Able to read basic words and phrases, e.g. signs or short and simple notes
2	Able to read basic material involving work (slowly)
3	Able to read routine material with a dictionary
4	Able to read the majority of material in own area
5	Able to understand all material involving work

(iii) Speaking

0	No skills
1	Able to conduct a general conversation [greetings, names, saying, placenames]
2	Able to answer simple enquiries involving work
3	Able to converse with someone else, with some hesitancy, regarding routine work issues
4	Able to speak the language in the majority of situations using some Welsh / English words
5	Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary

iv) Writing

0	No skills
1	Able to write basic messages
2	Able to answer simple correspondence with assistance
3	Able to draft routine text, with editing assistance
4	Able to prepare the majority of written material related to the area, with some assistance in terms of revision
5	Skilled – able to complete written work without the need for revision