



CHELTEMHAM  
COLLEGE

*Head of Biology  
Cheltenham College*



If you would like any further information on the role, please feel free to contact the HR Department at [recruitment@cheltenhamcollege.org](mailto:recruitment@cheltenhamcollege.org) or on 01242 265670.

The closing date for applications is: **9am on Friday, 3 March**

Interview date: Friday, 10 March 2023

***Cheltenham College is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced DBS check.***

## Message from the Head of Cheltenham College, Nicola Huggett



I am delighted that you are considering a role here at Cheltenham College. I hope that you find this information helpful and we would welcome your application.

The College lies in the heart of one of the country's most beautiful Regency spa towns, only a few short miles from the rural delights of the Cotswolds. This means that as a place to live and work, you truly have the best of both worlds; a cosmopolitan centre with wonderful restaurants, shops and of course, four major cultural festivals a year, in addition to easy access to walks, country pubs and the great outdoors. Having moved to Cheltenham myself just a few years ago, with my husband and four children, I can assure you that there is something for everyone here.

Cheltenham College is a thriving community, with over 1100 pupils from the Prep and Senior Schools combined, cared for by 600 support and academic staff. We have high class facilities for academic development, boarding, sport, music and drama, as well as a truly awe-inspiring chapel. We are a 24/7 operation, working a six-day week with Saturday school. With our focus on full boarding (80% of our pupils are boarders) we are able to get to know our pupils very well and that makes inspiring them in and outside the classroom all the more enjoyable.

As staff, we enjoy the very wide range of activities that our pupils enjoy, with access to wonderful sports facilities for you and your family, a beautiful Common room, full IT provision, a thriving staff consultation committee and many staff social events. You will also have a tailored professional development programme and extensive support from our dedicated HR team.

Whilst we may seem a large organisation, we operate very much as a close community with a family feel. I know that as a new member of staff you will find that our focus lies very much in developing you as an individual. Just as we expect you to go the extra mile for your pupils, we will engage with your own professional and personal development from the start. We will ensure that you enjoy and feel valued in your new role as quickly as possible.

We recognise the time and thought that goes into an application and we will certainly give this our serious consideration. If you have any further questions, the HR department via [recruitment@cheltenhamcollege.org](mailto:recruitment@cheltenhamcollege.org) will be happy to help.

With best wishes

*Nicola Huggett*

## Head of Biology

### The Appointment

For September 2023, Cheltenham College are looking to appoint a highly motivated and inspirational Head of Biology to lead our thriving Biology Department. At College, there is significant focus on academic standards and the need to ensure high quality teaching and learning takes place within our classrooms. The appointee will have the scope to review every aspect of the department and to contribute to the wider academic and intellectual development of the College as a whole.

### The Science Department

The Science Department is located in a spacious and bright single-floor building consisting of 15 laboratories, a library, three prep rooms, resource rooms and a workshop. A team of 7 technicians offer outstanding support and play an essential role in the delivery of practical science. The Department believes strongly in the centrality of practical work in Science. The three departments work closely together, and many colleagues enjoy teaching more than one of the disciplines.

Entry to College is at age 13 after Scholarship or Common Entrance examination. All pupils have the opportunity to study 2 or 3 of Biology, Chemistry and Physics as part of Edexcel's IGCSE Separate Award Science or IGCSE Double Award Science. These qualifications combined with excellent teaching is superb preparation for A-Level study. Each laboratory is well-equipped, well-resourced and well-serviced. Uptake of the three Sciences at A-Level is strong with each department running multiple sets in each year group.

### The Biology Department

College's national and international profile is excellent, and the profile of Science has grown significantly, culminating in the recent £3 million refurbishment of the Science facilities. Pupil achievement and attainment in Biology is excellent: 79 % of IGCSE grades were grades 9-7 in the summer of 2022, and also celebrated a very strong performance at A Level in with 70 % of candidates awarded an A\*- B grade.

Pupils are encouraged to develop a passion for the subject and, for Science in general, developing a sense of genuine curiosity and aspiration. Pupils are invited to take part in the Biology Olympiad, the Biology Challenge and the Nancy Rothwell Prize. In addition, the Biology department produce a yearly magazine, professionally published, to showcase articles written and researched by our students. The department members are always looking to emphasize the enjoyment and relevance of the subject, and this, naturally, makes the department a lively and interesting place. Practical work is at the very heart of the subject, accordingly, the Biology department is supported by the Senior Biology Technician and a team of Science Technicians from across the Science Faculty. Finally, the department run an independent practical project, culminating in a poster presentation, where staff and students can hear about recent research carried out in the department.

Beyond the classroom, each pupil has access to further opportunities to explore the subject through dedicated subject evenings, the Science Society, EcoSoc, the MDV group, dissection club and lectures given by leaders in the field. Many students from College go on to study Biology, Biochemistry or related Biological Science courses at Oxbridge, Russell Group and International universities. Pupils at College study Edexcel IGCSE Biology or Edexcel IGCSE Double Award Science and OCR A A-Level Biology.

## Job Specification

The Head of Biology is line-managed by the Deputy Head (Academic) and is responsible to the Head, *via* the Deputy Head (Academic), for the teaching, leadership, administration and development of Biology in the Senior School. The Head of Biology is a member of the Heads of Departments' Committee.

The Head of Biology will have the following qualities and responsibilities:

### Skills and characteristics

- Outstanding subject knowledge, with a passion for Biology, and Science in general;
- An inspirational teacher, with vision, and strong leadership skills;
- Excellent administrative and organisational abilities;
- Ability to innovate and inspire colleagues;
- Desire to share best practices within not only the Science Department, but within College as a whole.

### Leadership and Development

- Establishing a vision for Biology (and Science as a whole) in the academic life of the College through the formulating of a departmental development plan;
- Ensuring that teaching and learning are excellent, specifically through lesson observation, appraisal, continuing professional development and departmental audit;
- Fostering a delight in the subject, an excellent work ethic and a culture of high expectations, achievement and success amongst staff and pupils, and setting the highest academic standards;
- Encouraging independent learning specifically using formative assessment and thorough imaginative schemes of work;
- Developing links with schools in the community, along with the development of outreach partnerships;
- Maintaining excellent communications with the department about departmental and College matters, and relaying College policy to the department;
- Keeping up to date with subject developments;
- Developing the appropriate use of ICT as a tool for teaching and learning;
- Determining staffing requirements in consultation with the Head of Science and Deputy Head (Academic); assisting in appointing new staff; providing opportunities for responsibility to be assumed by members of the department;
- Managing the performance and supporting the professional development of all Biology teachers;
- Representing the department within the College and assisting the Head of Science in promoting College Science in the wider academic community including feeder schools;

### Administration

#### Teaching and Learning:

- Monitoring and recording the learning of pupils in the department, and overseeing the support of those with additional needs;
- Writing and updating schemes of work and programmes of study;
- Making arrangements for setting;
- Monitoring and supporting the progress of both new and established staff;

- Organising lectures and talks by outside speakers;
- Providing curriculum information as required;
- Dealing with syllabus enquiries, updating, investigating alternatives and changing syllabuses as necessary;
- Establishing and overseeing subject enrichment within the co-curricular programme;
- Researching, updating and ordering resources;
- Arranging departmental displays;
- Managing and organising trips;
- Providing information for 5<sup>th</sup> form pupils making A-Level choices;
- Meeting and communicating with parents when required;
- Preparing and presenting the annual Departmental Review and supplementary documentation;
- Keeping up to date with subject developments.

### Universities:

- Assisting with university applications in accordance with the arrangements made by the Head of Upper College;
- Providing comments for UCAS references as well as other relevant details as required;
- Providing assistance, extra tuition and general guidance for Oxbridge applicants.

### Examinations:

- Oversee the setting and marking of the Biology 16+ Entrance and Scholarship examinations;
- Oversee the setting and marking of the Biology sections of 13+ Scholarship examination;
- Oversee the marking of Common Entrance Biology papers;
- Coordinating the practical endorsement component of the A-Level course;
- Organising internal examinations, including setting and marking papers, collating statistics and publishing results;
- Organising entries for public examinations;
- Dealing with examination boards, including complaints, re-marks and appeals;
- Handling public examination results, including answering parental enquiries, and providing comments, data and statistics as required.

### General:

- Managing the departmental budget;
- Reviewing and updating the departmental handbook;
- Provide occasional reports for College publications on departmental developments;
- Organising and chairing departmental meetings (at least fortnightly);
- Attending HoDs' meetings, Science department meetings and other meetings as required;
- Making arrangements for cover of absent members of the department;
- Taking responsibility for the Health & Safety of the Biology Department with annual updating of all Risk Assessments.

## Expectations

Members of Common Room are expected to teach their subject[s], to act as tutors, to be attached to day or boarding Houses, to make a substantial contribution to the co-curricular programme and to support the boarding ethos of the College.

Although hours of work are not specified precisely, the working day begins with a registration period at 8.30 am and will often include evening commitments during term times. Members of Common Room are expected normally to be on site throughout the working day and to be available even when they have no formal commitments. Saturdays begin at 8.30 am and all full-time members of Common Room are expected to be in College whether or not they are teaching. There are College and/or House-based activities at weekends in which they are encouraged to play a part. Outside of the formal term times they are expected to be in College for College or departmental INSET and to be available to fulfil any reasonable duties.

The College sets the highest professional standards in every respect. Chapel is central to College life reflecting its Christian foundation. On weekdays, all members of Common Room are expected to attend the brief morning service.

## Terms and Conditions

- The teacher will teach 20 lessons of forty minutes per week and is expected to undertake duties and to play an appropriate part in the co-curricular life of the College.
- The College has its own salary scale.
- College offers a defined contribution Workplace Pension Plan plus a Flexible Benefits Pot. The scheme offered is through APTIS: Aviva Pensions Trust for Independent Schools and includes a generous College contribution.
- Permanent members of staff are entitled to a substantial reduction in fees for their children.
- Members of staff may use the College sports facilities (at staff allocated times).
- Subsidised health scheme membership (Benenden).
- Discounts and offers for College staff from local businesses and retailers.

Feb 2023