



**Clifton
High
School**

CANDIDATE INFORMATION

HEAD OF BIOLOGY



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BEYOND A SCHOOL, a place to belong



AN INTRODUCTION TO OUR SCHOOL

Clifton High School is future-focused with traditional values. Located in the heart of the beautiful and picturesque Clifton Village in Bristol, we are a mid-sized, all-through, independent school, educating boys and girls aged 3-18 years.

‘Realising Individual Brilliance’ is more than a tagline at Clifton High School; it is an aspect of education we truly believe in and see exemplified every day. Each child's unique talents and qualities are nurtured and celebrated in ways bespoke to them as an individual.

Clifton High School is renowned for its strong pastoral and family ethos. The safety and well-being of each pupil is our priority, ensuring emotional and personal development is given the same level of importance as academic achievement.

Our community rapport, teacher encouragement and continuous support create an atmosphere where children and young people develop happily and progress successfully. Parents often comment on the excellent relationships between staff and pupils as “relaxed yet always respectful”.



JOB DESCRIPTION

Job Title:	Head of Biology
Department:	Biology
Reports to:	Assistant Head - Director of Studies

GENERAL QUALITIES

The Clifton High School teacher will be articulate and inspiring, confident, stable and supportive, highly able and innovative. They will have stamina, energy and drive, with the ability and determination to attain and maintain high educational standards and to raise their pupils' standards of achievement to the very highest levels.

SAFEGUARDING

Clifton High School staff is committed to Safeguarding and promoting the welfare of children and young people across this 3-18 School, both in and out of the School when in their charge and care. The post-holder will also ensure that any volunteers they have engaged to work with the children and young people are also committed to Safeguarding and are fully aware of the School's policies and procedures beforehand.

TERMS AND CONDITIONS SPECIFIC TO THE ROLE

Full-time, permanent teaching role



MAIN RESPONSIBILITIES

Teaching and Managing Pupils' Learning

The Head of Department will ensure that

- There are full curriculum coverage, continuity and progression in all subjects for all pupils, including those of high ability and those with special educational needs.
- Teachers are clear about pupils' learning objectives in lessons and can assess and understand the sequence of teaching and learning in their subjects.
- Guidance is provided on the choice of appropriate teaching and learning methods to meet the needs of the subjects and of different pupils.
- All the teaching in the department enables pupils to develop study skills and to learn more effectively with increasing independence.

Assessment and Evaluation

The Head of Department will be able to:

- Analyse and interpret relevant evidence to revise policies, refine departmental practice, raise expectations and targets and improve teaching methods.
- Establish and implement clear policies and practices for assessing, recording, and reporting on pupil achievement, using this information both to recognise achievement and to assist pupils in setting targets for further improvement.
- Monitor the progress made in achieving subject plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement.

Pupil Achievement

The Head of Department will be able to:

- Establish clear targets for pupils' achievement and evaluate progress and achievement by all pupils, including those with special educational needs.
- Use data effectively to identify pupils who are underachieving and, where necessary, create and implement effective plans of action to support those pupils.

Knowledge and Understanding

The Head of Department will know and understand:

- What constitutes excellence in teaching and learning.
- The main strategies for raising pupils' achievement.

COMMUNICATIONS

Relations with Parents and the Wider Community

The Head of Department will be able to:

- Establish a partnership with parents to involve them in their children's learning, as well as providing information about curriculum, attainment, progress and targets.
- Develop effective external links in order to extend and enrich the department and the School as a whole, enhance teaching and develop pupils' wider understanding.
- Communicate effectively, orally and in writing, with parents, external agencies and the wider community.

RESPONSIBILITY FOR

Planning and Setting Expectations

The Head of Department will be able to:

- Set expectations and targets for staff and pupils in relation to standards of pupil achievement and the quality of teaching.
- Establish, with the involvement of the department team, short, medium and long-term department development plans which:
 1. Contribute to whole School aims, policies and practices.
 2. Are based on a range of comparative information and evidence, and in particular, the attainment of pupils.
 3. Identify realistic and challenging targets for improvement.
 4. Be understood by all those involved in putting the plans into practice.
 5. Be clear about the action to be taken, timescales and criteria for success.
 6. Work with appropriate colleagues to ensure that individual education plans are used to meet the learning needs of pupils with exceptional learning needs, that those plans set subject-specific targets, and that the work set is well-matched to pupils' needs.
 7. Think creatively and imaginatively to anticipate and solve problems and to identify opportunities.
 8. Make full use of additional opportunities for curriculum enrichment.

RESPONSIBILITY FOR CONT.

Managing and Developing Staff and Other Adults

The Head of Department will be able to:

- Help staff achieve constructive working relationships with pupils.
- Create effective and supportive staff teams.
- Establish clear expectations and constructive working relationships among staff, devolving responsibilities, delegating tasks and evaluating practice, all within a framework of clearly understood professional accountability.
- Appraise staff as required by School policy and use the process to develop the personal and professional effectiveness of teachers.
- Ensure that new teachers are appropriately monitored, supported and assessed in relation to defined professional standards and requirements of the School's job description.
- Lead professional development through example and support, and coordinate the provision of high-quality professional development by methods such as coaching, drawing on other sources of expertise as necessary, for example, higher education and subject associations.

Managing Resources

The Head of Department will be able to:

- Establish staff and resource needs and advise senior managers of likely priorities for expenditure.
- Manage the department's budget effectively.
- Allocate available resources with maximum efficiency to meet the objectives of the school improvement plan and subject plans and achieve good value for money.
- Organise and co-ordinate the deployment of learning resources, including information and communications technology, and monitor their effectiveness.
- Maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range of sources inside and outside the School.

RESPONSIBILITY FOR CONT.

Strategic Leadership

The Head of Department will be able to:

- Create a strong and shared sense of a unified and vibrant department.
- Develop and implement policies and practices to ensure that the Head is well informed about department provision, about the department's success in meeting objectives and targets, and about department-related professional development plans.
- Create a climate that enables other staff to develop and maintain positive attitudes and confidence in their teaching.
- Stand aside from their department/subject responsibilities and take a whole School view.
- Think laterally in terms of seeing their department/subject alongside others.
- Have logical thinking to understand the effects of their decisions on others.
- Have an ability to take a wide perspective and see department/subject or area concerns in the context of the whole School.

Managing Own Performance and Development

The Head of Department will be able to:

- Prioritise and manage their own time effectively, particularly in relation to balancing the demands made by teaching, department management and involvement in School development.
- Achieve challenging professional goals.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post

PERSON SPECIFICATION

Skills and Abilities	• Proven ability to manage staff effectively using strong interpersonal skills • Excellent verbal and written communication • High-level teaching skills; recognized as an excellent classroom practitioner • Leadership capabilities to drive academic excellence • Collaborative mindset for working with senior leadership • Strong communication to support effective teamwork
Experience	• Recent and successful teaching experience in the subject • Ability to teach the subject up to A-level • Experience using data tracking and target setting to monitor and improve academic performance
Qualifications and Professional Development	Essential: • Degree and Qualified Teacher Status (QTS) Desirable: • Higher degree • Evidence of ongoing professional study • Evidence of management training
Personal Qualities and Competencies	• Commitment to safeguarding pupils • Willingness to undertake necessary training • Adaptable and flexible • Willingness to take on additional responsibilities as required by the Head • Engagement in the broader life of Clifton High School
Attitudes and Outlook	• Energetic and visionary • Ability to work under pressure and handle a demanding workload • Appreciation for the needs of the whole school • Positive, proactive attitude toward continuous improvement • Team-oriented mindset

CLIFTON HIGH SCHOOL AS A BUSINESS

Just like other independent schools, Clifton High School is a business.

Our product is a high-quality, desirable education. To ensure we continue to provide the education and experience we are so passionate about, our business must be successful. This is largely down to fees; securing future pupils, retaining families, as well as maintaining and building upon the reputation we uphold.

Our parents are our customers, each making large financial and emotional investments in our School. As such, all employees are representatives of the School and play a part in its success.

With a flourishing and affluent Bristol population, the demand for an independent education is strong and highly competitive. To illustrate this, there are more independent schools within the city and its outskirts than anywhere else in the country, other than North London.

Clifton High School has learnt never to be complacent but to strive to keep competitive and ahead of the game. Our unique offering, together with co-curricular activities and personal and social development, is emphasised alongside academic excellence. Parents very much value this. Indeed, it is an important reason why they choose us.

Competition to attract pupils is high, and as such, we seek to appoint and retain staff of the highest calibre who act as ambassadors for the School, embracing and reinforcing our ethos and values.



BEING A CLIFTON HIGH SCHOOL EMPLOYEE

Working at Clifton High School involves a commitment to the vision, culture and heart of the School. All staff members work with colleagues to ensure that the School fulfils its aims.

Our pupils are fun, inquisitive, enthusiastic and rewarding. Staff are expected to share and champion this passion for bringing out the best in each one of them. Classes are small, allowing staff to not only strive to achieve the highest standards but also to make a significant contribution beyond them. All staff enrich and strengthen the wider life of the School by undertaking duties, offering and supporting activities or clubs. As role models for our young people, they are encouraged to show planned and focused career development.

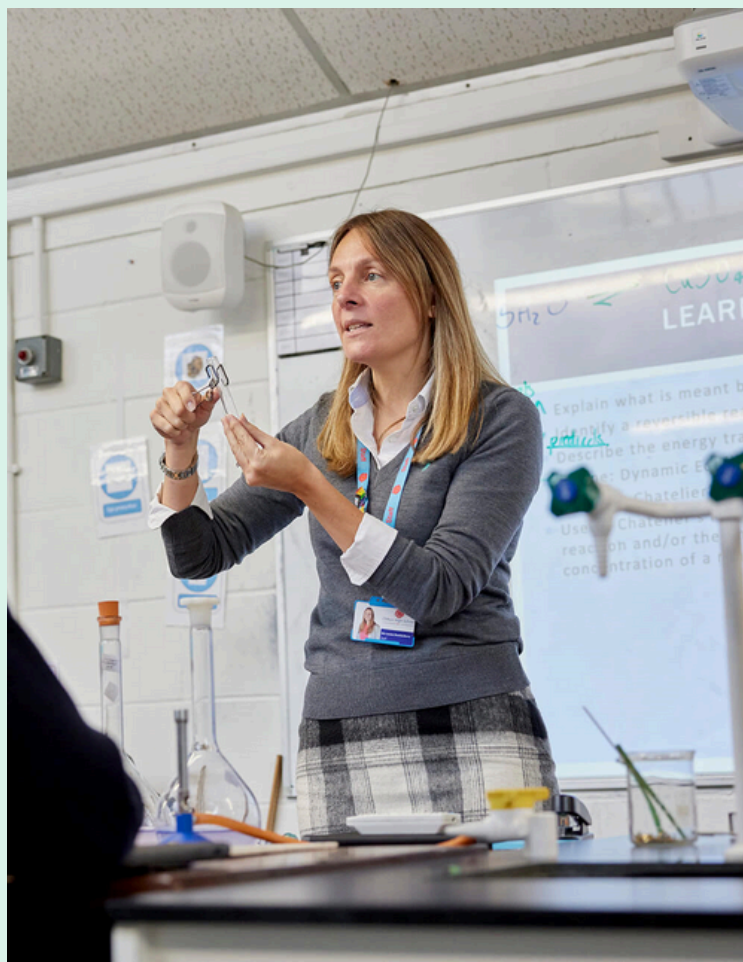
Focusing priority on excellence in the teaching and learning of our young people, as well as their personal development, staff are also encouraged to learn new skills and advance their own professional growth. Whilst Clifton High School encourages its young people to acquire skills, its staff must also lead by being open to new skills and knowledge.

We very much hope every individual, whether part of teaching, support, business administration or otherwise, to feel they belong to our Clifton High School community, sharing our common goal of the health, safety, well-being and education of our young people at its core.

‘Realising Individual Brilliance’ is not just for the pupils, but for everyone at Clifton High School.

What do we have to offer you?

- A committed and supportive staff community
- Motivated children with a desire to learn
- A drive to change and be better
- A culture of high ambition and excellent pastoral care throughout the school
- A history of embedded excellent best practice
- A creative and inspiring ethos with School values that our children and staff members carry with them for life
- Strategic, committed and supportive leaders
- Regular support and training to update skills
- Healthy and nutritious two-course lunch during term times
- ‘School Fee Discount Scheme’ for permanent staff members
- Regular staff socials



OUR VALUES



CURIOSITY

We educate our young people to be informed, inquisitive individuals with the ability and knowledge to use the art of questioning to explore the development of new, independent ideas. This, in turn, instils in them confidence and a lifelong love of learning.



EMPATHY

Relationships are enhanced when the value of love, for oneself and others, is achieved. This is something we encourage in all pupils, alongside a love of the planet we live on, the natural world around us and a passion for preserving it.



EMPATHY

The consideration of alternative perspectives is something we encourage in our pupils. It enables them to go out in the world with a desire to make positive change, through kindness, respect and understanding.



DIRECTION

We constantly support pupils to strive for ambition through a commitment and dedication to achieve personal goals that provide individual and personal direction, give purpose and drive motivation.

OUR STRATEGIC AIMS

At Clifton High School our strategy identifies six key areas that form the basis of our future:

- Pastoral Heart
- One School, One Team
- Beyond Academic Excellence
- Strong Community
- Secure and Successful
- An Environment to Thrive





Clifton High School

**THANK YOU FOR YOUR INTEREST IN
WORKING AT CLIFTON HIGH SCHOOL**